**Date:** 28th October 2020

**Time:** 10:30-12:30

**Venue:** Virtual

**MINUTES**

**Forum**

**Attendees:**

|  |  |  |
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| Alexander Velinov | AV | Queen Margaret University |
| Claire McCulloch | CM | SRUC |
| Colin Mclaren | CM | Edinburgh College |
| David Stutchfield | DS | University of St Andrews |
| Eilidh Macphail | EM | University of Highlands and Islands |
| Fraser Lovie | FL | University of Aberdeen |
| Hanna Lundstrom | HL | University of St Andrews |
| Jackie Beresford | JB | Dundee and Angus College |
| Jill Burnett | JB | EAUC-Scotland |
| John Thorne | JT | Glasgow School of Art |
| John Wincott | JW | Fife College |
| Matt Woodthorpe | MW | EAUC-Scotland |
| Michelle Brown | MB | University of Edinburgh |
| Sandra Lavergne | SL | Glasgow Kelvin College |
| Scott Thomson | ST | EAUC-Scotland |
| Severine Monvoisin | SM | Edinburgh College |

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|  | **SUMMARY OF DISCUSSIONS** | **ACTIONS** |
| **1** | **Welcome** *Michelle Brown, EAUC-Scotland Convenor/University of Edinburgh*Participants were asked to introduce themselves and give a short update on what they are working on.FL (University of Aberdeen): Working on Coronavirus risk register and starting to work on PBCCD reporting.HL (University of St Andrews): Working on carbon literacy trainingJW (Glasgow School of Art): Been on furlough so catching up currently and looking at student wellbeing and student events.JB (Dundee and Angus): Lots of focus on health and safety but also working on a project with Sustrans and looking at PBCCD reporting.SM (Edinburgh College): Looking at how the college can utilise it’s garden space for students and doing a risk register.JW (Fife College): Also looking at PBCCD. Trying to reduce mown grassland on campus to save money and increase biodiversity.SL (Glasgow Kelvin College): Step Count challenge starts on the 5th so working on a lot of promotion and engagement around that. Also trying to encourage students to use the pool bike scheme.CM (Edinburgh College): Working on room refurbishments and doing maintenance and updates.DS (University of St Andrews): Students are back so very busy and classes start this week. Doing a major revamp of the sustainability strategy and possibly changing some aspects of the university itself. Also setting new targets.AV (Queen Margaret University): Also involved in PBCCD and working on that.EM (University of Highlands and Islands): UHI looking to set up a sustainable fashion course so working on that.JB (EAUC-Scotland): Looking at the new PBCCD design and working on several topic support networks.ST(EAUC-Scotland): Working on TSN’s, our Scotland conference and working on the PBCCD peer review process.MW (EAUC-Scotland): Working on student engagement and have started a new student network which will meet again this month. |  |
| **2** | **PBCCD Update***Jill Burnett, EAUC-Scotland* \*Presentation attached to minutes\*PBCCD questions have not been simplified this year so are the same.There are multiple options for reporting this year. 1: Use last year’s template which is available from the SSN website. You will need to update with new emissions factors.2: Use new Excel spreadsheet from the Scottish Government3: May submit your own report that meets the criteria but in a different form.We would recommend option 2 for consistency and ease. **Be aware that some cells are not locked so be careful not to change any formulae by accident.**If you are reporting in your own format please remember that if you report across the financial year you use 2019 emissions factors. If you report across the academic year you use 2020 emissions factors.Deadline for reporting is November 2030.EAUC-Scotland are running a PBCCD peer review on the 12th of November and we are doing a more in depth 1-1 review where we pair people up in advance to check each other’s data submissions. You can then feedback the results during the session on the 12th.FL: Appears to be some errors with the spreadsheet and problems with figures?JB: Will speak after and see what the errors are and what can be done.DS: Also noticed some errors in the spreadsheet as there are some cells that data can’t be entered into. Scottish Government has said just to change the cell rules to allow you to add data. Maybe worth EAUC-Scotland making a master copy with correct info and format and then send that out to everyone to use.JB: Yes we can do that, please send any other glitches to us and we can co-ordinate and correct.JW: Can you also share with SSN to share with other public bodies?JB: Yes will do. |  |
| **3** | **Maintaining Momentum in Covid***Matt Woodthorpe, EAUC-Scotland*EAUC has been meeting up with the CDN Climate Expert Group who came up with the single use plastic ban. The date for this has been pushed back but great to see many colleges doing this already.Also worked with Universities Scotland and VP Internationals looking at how to change the internationalisation aspect of universities. Really positive meeting with lots of ideas and willingness to change.Also have set up a Student Leaders TSN group for Sabbatical Officers and Students’ Union staff to help support them and raise sustainability up the agenda. Still open so if you student leaders are not signed up then do please encourage them to join.We are looking to improve our engagement with the SFC and with outcome agreement managers to prompt conversations about how to raise sustainability up the agenda and include it more in the outcome agreements. Want to hand over to FL who has done a lot at Aberdeen lately.FL: Aberdeen signed the Global Climate letter recently. Have a very active VP who supports sustainability and pushes it. Also goes back to the 20 year strategy that Aberdeen created recently which included sustainability more than previous 5 year plans. Included a net zero target and referenced the SDGs which was new and well received. Also have signed up to the SDG accord earlier in the year. Having the principal and the strategy have kept sustainability going. With Covid there has been reduced action but much stronger framework in place than previously.At this point the group split into 2 breakout groups to discuss what was happening with sustainability in your institutions. |  |
| **4** | **Virtual Engagement***Scott Thomson, EAUC-Scotland*We have been asked by the SFC to make a Communications Toolkit for the sector. Originally it was for next year but given the issues of people being at home, isolated and needing to communicate we are trying to release it faster. It is based on 3 questions:* What do you currently use?
* How can we make virtual meetings better?
* What support do you need?

We are going to try to use a virtual tool called Miro just now and these questions will be left during the break. Also would like people’s thoughts on Miro and virtual tools in general, are they useful or do they overcomplicate things?Came back after the break to discuss findings. Generally people use Teams and Zoom and are generally missing informal workplace chats. Miro experience was mixed. EAUC-Scotland will carry on making this resource with these findings in mind and continue looking for ways to improve communication. |  |
| **5** | **Carbon Reduction Targets from SOS-UK and EAUC-Scotland Carbon Plan Validation***Jill Burnett, EAUC-Scotland*\*Presentation attached to minutes\*SOS-UK are launching a carbon targets ranking for the sector which collects data and scores the sector on their targets. Scoring is on type of reduction, year, activities covered, action plan, science and student involvement.A full breakdown of the scoring system is in the attached presentation as is the link to the draft findings.They also include a statement of expectation which states “UK Universities and Colleges should publicly commit to net zero by 2035 for scopes 1,2 and 3.” They also want a costed action plan, would like avoidance of offsetting and they have defined what they include under scope 3. SOS have consulted with the sector and have taken a lot of feedback on board.FL: Their scope 3 definition is different to other peoples. Think it confuses the issue if we have different definitions of what scope 3 includes.Recently EAUC-Scotland has done several informal reviews of carbon management plans and are involved in making one for the SFC. A member has asked if EAUC-Scotland could validate their plans and we wanted to get feedback on if that is something we could offer? The overall criteria are in the presentation but general consensus was that this was a good idea and something that many, particular those lacking resources, could benefit from. |  |
| **6** | **EAUC-Scotland Update***Matt Woodthorpe, EAUC-Scotland*Main points:* Been producing video and text sector briefings on key topics for the sector.
* Launched our new student network
* Had several TSNs and smaller institutions meeting
* Have worked with our partners like SOS, LfSS, Universities Scotland and CDN on a range of projects. Some of which are still to be released.
* Organised successful microplastic webinar with Fidra and Scottish student sport looking at 3G pitches and their potential upcoming ban with the new microplastics laws.
* Still working on the EAUC-Scotland Conference. Likely to be virtual and using a Zoom Webinar platform. Aim to be significantly cheaper than previous but much more accessible and wide ranging. Either free or very low cost for students. Online platforms are all very expensive so it cannot be run for free.

Links to all upcoming TSNs and Climate Commission events can be found in the attached presentation. |  |
| **7** | **Office Bearers Group Vacancies***Michelle Brown, EAUC-Scotland*We will shortly have two vacancies as Billy Grace has stepped down and Michelle Brown will also be stepping down shortly.JW and EM on this call are both Office Bearers currently. Each person serves for 2 years which can be extended. The objectives are:* Provide guidance and support to the Scottish Office
* Provide specialist focus on particular issues
* Encourage and support sustainable development and social responsibility
* Add value to core responsibilities

The convenor also becomes a trustee for EAUC and upholding it’s charity values and taking a place on the EAUC board. You also have the opportunity to join various board subgroups and chair various events like the forum.We also wanted to try to increase student involvement and see if we should include students in this? Happy to take comments on this.MW: Very positive group and great resource for our team. Keen to have student engagement but want to make this real and not a token gesture so great to get thoughts on how we do this better.JW: Agree it is a great group to be part of. Would suggest we discuss student role properly in the next agenda.EM: Really good to have students involved but appreciate it is difficult and it is hard for a student to be a representative of all students.FL: Group has evolved from being just an estates group and I think we would need to be clear on what the student role would be. If it became more student based would we lose some of the other participants. Just want to raise potential unintended consequences and change the direction of the group. Not an objection, just something to think about.MB: Happy to take any comments and will work with the team and OBG to make a real proposal on how this could work. |  |
| **8** | **Thanks and Close** |  |

Minutes prepared by Scott Thomson, EAUC-Scotland, September 2020