

Green Impact is back for 2020/21!

A guide for Green Impact teams

All actions relating to Green Impact 2020/21 must be undertaken in line with the latest government advice on COVID-19.

Contents

How to access the workbook?.....	2
What’s changed this year?	2
New Working From Home tab.....	2
How to successfully use the Working From Home option.....	2
Excellence projects are now open to teams who have achieved Silver.....	3
If you took part in 2019/20 and didn’t manage to complete all your actions	3
How many points do we need to achieve our award level?	4
Departmental teams.....	4
Lab teams.....	4
College teams.....	4
Do we need to refresh actions from previous years?.....	5
How to use evidence from previous years	5
Do we need to migrate evidence over for awards we have already achieved?	5
Altered criteria, points and numbering in the standard workbook.....	5
Migrating your evidence? The numbering of some actions may have changed!	6
Changing the membership of your team.....	8
2020/21 deadlines.....	8
This year’s event calendar.....	8
What support is available?	8
Downloading and/or printing the workbook.....	8
Will the 2020/21 audits be virtual?	9

How to access the workbook?

Ready to get started? You can create a new team, or join an existing one, by logging [into the Cambridge Green Impact online workbook here](#). New users will need a 'Registration Code' which is 71.

If you're not sure whether there's already a Green Impact team in your department or College you can have a look at the options in the drop-down menu when you register and/or contact greenimpactteam@admin.cam.ac.uk. You can also view the [2019/20 winners online](#).

What's changed this year?

This year we have opened up Excellence projects to teams who have achieved Silver for one year or more, introduced a new Working From Home tab, and more. Teams no longer need to refresh actions from a previous award level, unless you are going for the same award level that you currently hold. See full details below.

New Working From Home tab

Purpose: A set of working from home actions has been created to support teams who cannot complete all actions in the standard workbook due to COVID-19 restrictions.

Eligibility: All departmental and College teams. Teams completing the Labs tab cannot use this option.

Requirements: The process outlined below must be used when making use of the Working From Home option.

- For teams working towards their Bronze, Silver, Gold or Platinum departmental or College award, you have the option to swap out *non-mandatory* criteria for actions from the Working From Home (WFH) tab.
- We have not set a limit on the number of actions that you can swap out but the expectation is that the WFH option is **only used** where COVID-19 restrictions have made meeting the standard criteria needed to reach your award level unsafe, impractical or impossible.
- For teams going for Gold and Platinum, it is still expected that you complete the mandatory aspects of these awards – if this is not going to be possible please get in touch with greenimpactteam@admin.cam.ac.uk so we can discuss a way forward.
- It is likely that this option will be best suited to Bronze or Silver level teams as, when you get to Gold, the points per action increase. This may mean that if you're substituting a large number of heavily-weighted standard actions, you may find your team having to complete an unmanageable number of WFH actions. In this instance, we would suggest Gold teams consider the [Excellence option](#) below.

How to successfully use the Working From Home option

- 1) Identify the action in the standard workbook (i.e. Bronze-Gold) that you cannot complete.
- 2) Mark the action as N/A and use the comment box to explain why you were unable to meet the action and which WFH actions you have completed in its place e.g. 'Due to COVID-19 we are working from home and unable to access our buildings. We have completed WFH001, 002 and 003 instead.'
- 3) Open up the Working From Home tab in the workbook. When choosing which WFH actions to complete it's important to keep in the mind the following:
 - You must **complete an equivalent or greater number of points** to the original action. For example, if you cannot complete Bronze action B010 which is worth 5 points, you would need to complete 5 or more points from the WFH tab. This will mean completing more than one action.
 - You can choose whichever WFH actions you would like. Even if your original action is focused on energy, you can complete a WFH action on procurement, biodiversity, water etc. The topic does not matter, the total number of points, does.
- 4) When meeting a WFH action, evidence should be uploaded to the WFH workbook as per usual i.e. using the comment box and upload files feature. Once you are happy you have completed the WFH actions necessary to replace your action, mark them as done in the WFH workbook.

- 5) At the end of the Green Impact year, you will submit both your standard (Bronze-Gold) workbook and your WFH workbook. The auditors will assess both submissions, and providing you have complete the process outlined above, you will still be eligible for your standard Green Impact award e.g. Bronze Colleges, Bronze departmental etc.

For teams going for a Lab award, it is not possible to substitute WFH actions. Many lab actions are related to the processes, methods and equipment within a lab which do not translate to WFH actions. If Labs are struggling to meet the standard criteria please contact greenimpactteam@admin.cam.ac.uk for support.

Excellence projects are now open to teams who have achieved Silver

Purpose:	Instead of the standard workbook actions, this is the option of completing a seven-month project focusing on a single topic of the team's choice.
Eligibility:	Any departmental, lab or College teams who have achieved Silver for one year or more are eligible to take part in Excellence.
Requirements:	The four project planning/reporting stages outlined in the Excellence tab must be completed by the deadlines set. You must also notify greenimpactteam@admin.cam.ac.uk when you have completed each stage. Please note that these deadlines differ from the usual Green Impact year.

- This option may be best suited to teams who:
 - are at limited capacity or do not have many staff back in buildings; or
 - have already identified areas for improvement in previous Green Impact years;
 - work well with a single-topic focus;
 - do not have the capacity to take part in in-person or remote audits – unlike the usual Green Impact process, Excellence projects are assessed by an internal judging panel rather than an audit.
 - Full details of what an Excellence project should cover, including how it will be judged, can be found in our [Excellence Team Briefing document](#). [The Sustainability Team](#) are also on hand to help you refine your project ideas.
 - You can view the [2019/20 Excellence award-winners](#) on the Sustainability Team website.
 - The deadlines for Excellence teams are as follows:
 - Submitted project title: 27 November 2020
 - Uploaded a [project plan](#): 18 December 2020
 - Completed a [project update](#): 12 February 2021
 - Submitted a [project report](#): 14 May 2021
- The documents above can also be found on our [guidance page](#).

If you took part in 2019/20 and didn't manage to complete all your actions

Auditors will be looking for missed actions to be addressed as best as possible this year. If teams are still unable to complete the missed action(s), please complete the appropriate number of Working Home actions instead, following the process outlined [above](#).

For example, if you missed Silver action S010 last year and are going for Gold this year, you would migrate over last year's evidence. You would then either:

- Mark SO10 as **n/a** if you are unable to complete it and then follow the WFH process [outlined above](#); OR
- Mark SO10 as **done** and upload the evidence as usual.

How many points do we need to achieve our award level?

Departmental teams

If you are a **department, institution or building completing the departmental tabs (Bronze, Silver and Gold)** the scoring levels are:

- Bronze – complete all the actions in the Bronze tab.
- Silver – complete all the actions in the Bronze AND Silver tabs.
- Gold – complete all Bronze and Silver actions AND achieve 130 points from the Gold tab, including all of the mandatory requirements.
- Platinum – complete all Bronze and Silver actions AND achieve 250 points from the Gold tab, including all of the mandatory requirements.

Remember to carefully read the [Working From Home section](#) to find out how you can swap criteria in the above workbooks for Working From Home actions!

Your efforts can be split over multiple years. For example, if you obtained Bronze in 2019/20 then you can focus on the Silver workbook for 2020/21 without having to re-do your Bronze actions. Similarly, if you got part way through Gold last year, you can migrate your evidence over, check it's still in date and relevant, then focus on the Gold actions you didn't get round to completing.

For the 2020/21 year, teams no longer have to refresh actions from previous award levels. The exception to the above statement is if you are looking to achieve the same award level as you did last year. Full details can be found [below](#).

Lab teams

If you are a **lab team completing the Labs tab** the scoring levels are:

- Bronze – 80 points
 - Silver – 140 points
 - Gold – 200 points
 - Platinum – 330 points
- Lab teams cannot substitute standard criteria for Working From Home actions. However, if your lab has an office/departmental aspect then you are welcome to complete actions in either the departmental tabs (Bronze, Silver, Gold) or the Labs tab, or both. For example, you could be working towards a Bronze departmental award *and* a Gold Lab award.
 - Teams who have achieved Silver in the past are also eligible to take part in [Excellence](#).

College teams

If you are a **College team completing the Colleges tab** the scoring levels are:

- Bronze – 68 points
- Silver – 141 points
- Gold – 214 points
- Platinum – 380 points

Remember to read the [Working From Home section](#) to find out how you can swap criteria in the College workbook for Working From Home actions!

Your efforts can be split over multiple years. For example, if you got part way through Gold last year, you can migrate your evidence over, check it's still in date and relevant, then focus on the Gold actions you didn't get round to completing.

Do we need to refresh actions from previous years?

Given the latest lockdown, teams are no longer required to revisit actions from previous award levels. We recognise that this was putting added pressure on teams and cutting into your efforts to progress your Green Impact award. This means that if you achieved Bronze last year, you do not need to revisit any of the Bronze criteria, even the 'mandatory' ones, instead you can focus entirely on the Silver 2020/21 workbook.

The exception to the above statement is if you are looking to achieve the same award level as you did last year. If, for example, you obtained a Bronze 2019/20 award, you will need to refresh and provide new evidence/comments for all actions in the Bronze 2020/21 workbook. Remember, you can swap actions for Working From Home options as necessary.

If you have already started revisiting previous actions it is up to you whether you continue to do this or prioritise your 2020/21 workbook. Auditors will be trained to understand the situation and change in guidance.

How to use evidence from previous years

If your team took part in previous years, you can transfer evidence and actions from previous years' workbooks to this year's. For full details see the [workbook user guide](http://www.environment.admin.cam.ac.uk/guidance) at www.environment.admin.cam.ac.uk/guidance.

Note: wherever new criteria have been added into the workbook or old criteria have been deleted, this may have changed criteria numbers. Keep this in mind when migrating actions from the previous year.

Do we need to migrate evidence over for awards we have already achieved?

Teams going for a Departmental Silver or Gold award: no. E.g. if you achieved Bronze last year you do not need to migrate the evidence from the Bronze 2019/20 workbook over to the Bronze 2020/21 workbook unless it is of use to you. Your auditors will be briefed on the award level you have already achieved.

Teams going for a Departmental Platinum award: yes. Please migrate your evidence from your 2019/20 Gold tab over to your 2020/21 Gold tab. You do not need to migrate Bronze or Silver evidence over unless it is of use to you.

College and lab teams: yes. As your Green Impact award is calculated on total points in your tab of the workbook, we need you to migrate evidence over to this year's workbook so we can check your totals. For instance, if you achieved Gold last year and are aiming for Platinum this year, you will need to migrate over your 2019/20 evidence to the 2020/21 workbook so we can clearly view all the actions that you have completed and their corresponding points. We will then be able to see your total progress towards Green Impact. Please reply to this email if you need assistance with migrating evidence.

Altered criteria, points and numbering in the standard workbook

A number of minor edits to the wording of the criteria have been made throughout the workbook and new actions have been added in. [See below](#) for a more detailed breakdown of which criteria have changed. Points for each action have been refreshed as have the point thresholds for each award.

Note: wherever new criteria have been added into the workbook or old criteria have been deleted, this may have changed criteria numbers. Keep this in mind when migrating actions from the previous year (see [guidance below](#)).

Migrating your evidence? The numbering of some actions may have changed!

The **Bronze** criteria have been re-ordered as follows:

Unchanged criteria:

- B001-B018 are in the same place

Changed criteria:

- B019 is a new action, replacing last year's B019
- B020 is a new action

The **order of the Silver** actions are unchanged, the points for each action and the wording of some actions has been altered however.

Altered numbering for **Gold** criteria:

- **G001-6** numbering remains the same
- **G007 - New action**
- **G008-25** numbering remains the same
- **G026 – New action**
- **G027** – previously G028
- **G028** – previously G029
- **G029** – previously G030
- **G030** – previously G031
- **G031** – previously G032
- **G032** – previously G033
- **G033** – previously G034
- **G034** – previously G035
- **G035** – previously G036
- **G036** – previously G037
- **G037** – previously G038
- **G038** – previously G039
- **G039** – previously G040
- **G040** – previously G041
- **G041** – previously G042
- **G042** – previously G043
- **G043** – previously G044
- **G044** – previously G045
- **G045** – previously G046
- **G046** – previously G047
- **G047** – previously G048
- **G048** – previously G049
- **G050** – previously G051
- **G051 – New action**
- **G052** – previously G053
- **G053** – previously G054
- **G054** – previously G055
- **G056** – previously G057
- **G057** – previously G058
- **G058 – New action**
- **G059** – previously G061
- **G060** – previously G062
- **G061** – previously G063
- **G062** – previously G064
- **G063** – previously G065
- **G064** – previously G066
- **G065** – previously G067
- **G066** – previously G068
- **G067** – previously G069
- **G068** – previously G070
- **G069** – previously G071
- **G070** – previously G072
- **G071** – previously G073
- **G072** – previously G074
- **G073** – previously G075
- **G074** – previously G077
- **G075** – previously G078
- **G076** – previously G076
- **G077** – previously G079
- **G078** – previously G080
- **G079** – previously G081
- **G080** – previously G082
- **G081** – previously G083
- **G082** – previously G084
- **G083** – previously G086
- **G084** – previously G087
- **G085** – previously G088
- **G086** – previously G089
- **G087** – previously G090

- Much of the wording in our Gold actions has been updated to reflect new standards or ideas for meeting actions so we recommend re-reading not just the criteria but also the *why are we asking* and *how you will be audited* tabs before migrating evidence or getting started on the action.
- In particular, some actions (such as G005, G084) have specific mention of how the action should be undertaken in relation to COVID-19 so require close attention.
- Some Gold criteria have also had their points slightly increased or reduced, some (including G050) are worth up to 15 points. This means the total number of available actions in the Gold workbook has increased slightly to 484. The threshold for reaching Gold and Platinum remains the same as last year.

Altered numbering for **Colleges** criteria:

- **CT001-CT079** numbering remains the same
 - **CT080 – New action**
 - **CT081 – New action**
 - **CT082 – New action**
 - **CT083** – previously CT080
 - **CT084** – previously CT081
 - **CT085** – previously CT082
 - **CT086** – previously CT083
 - **CT087** – previously CT084
 - **CT088** – previously CT085
 - **CT089** – previously CT086
 - **CT090** – previously CT087
 - **CT091** – previously CT088
 - **CT092** – previously CT090
 - **CT093** – previously CT091
 - **CT094** – previously CT092
 - **CT095** – previously CT093
 - **CT096 – New action**
 - **CT097 – New action**
 - **CT098** – previously CT094
 - **CT099** – previously CT095
 - **CT100 – New action**
- Several College criteria have had wording changes. We recommend re-reading not just the criteria but also the *why are we asking* and *how you will be audited* tabs before migrating evidence or getting started on the action.
 - Due to a review of points allocated to each action, and the introduction of new actions, the available points in the Colleges tab has increased from 447 to 504. The point thresholds for each award level have been adjusted to reflect this.

Altered numbering for **Labs** criteria:

- **L001-L033** numbering remains the same
- **L034 – New action**
- **L035 – New action**
- **L036 – New action**
- **L037** – previously L034
- **L038** – previously L035
- **L039** – previously L036
- **L040** – previously L037
- **L041** – previously L038
- **L042** – previously L039
- **L043** – previously L040
- **L041** – previously L038
- **L042** – previously L039
- **L043** – previously L040
- **L044** – previously L041
- **L045** – previously L042
- **L046** – previously L043
- **L047** – previously L044
- **L048** – previously L045
- **L049** – previously L046
- **L050** – previously L047
- **L051** – previously L048
- **L052** – previously L049
- **L053** – previously L050
- **L054** – previously L051
- **L055** – previously L052
- **L056** – previously L053
- **L057** – previously L054
- **L058** – previously L055
- **L059** – previously L056

Updated 18/03/21

- **L060** – previously L057
 - **L061** – previously L058
 - **L062** – previously L059
 - **L063** – previously L060
 - **L064** – previously L061
 - **L065** – previously L062
 - **L066** – previously L063
 - **L067** – previously L064
 - **L068** – previously L065
 - **L069** – previously L066
- The **Labs** tab has been kept largely the same, albeit with updates to the wording of a number of criteria and the introduction of three new criteria. To reflect the increased number of points available in the Labs tab, the point thresholds for each award level have been adjusted to reflect this.

Changing the membership of your team

Any new members of your team need to register themselves using the code 71. To remove members of your team who are no longer involved, email greenimpact@admin.cam.ac.uk with their details.

2020/21 deadlines

- Launch **2 November 2020**
- Submit toolkits by **30 April 2021**
- Submit Excellence projects by **14 May**
- Audits **11 and 12 May 2021 (PM)**
- Awards ceremony **July, date TBC**

This year's event calendar

- [Single Out campaign](#) – **Lent term**
- Let's Talk Transport – **Easter term**
- Spotlight on Biodiversity – **Summer 20201**

Final dates will be advertised via [Greenlines](#) and on the [Yammer group](#) for Green Impact teams and EECs.

What support is available?

- The University's Sustainability Team will be working closely with SOS-UK to provide tailored sessions and workshops for Green Impact teams throughout the year. Keep an eye on our Greenlines newsletter or the [Yammer group](#) for the latest news and opportunities.
- Email greenimpact@admin.cam.ac.uk with any questions.

Downloading and/or printing the workbook

Remember that there is a printer symbol in the top right-hand corner on each of the criteria pages. This lists the criteria in a print-friendly format, although of course we recommend you only print if absolutely necessary! There's also an option to download an excel copy of the workbook.

Will the 2020/21 audits be virtual?

Yes, we are now planning for the 2020/21 audits to take place remotely. Further details on the logistics of this will be sent to Green Impact teams nearer the time. For now, where it is possible to do so within government guidelines, we suggest teams gather as much evidence as possible **without turning this into a huge admin task!** Usually, auditors would walk through your buildings with you but, as the audits will be virtual, we encourage you to take photos of those things that you would normally rely on showing an auditor in-person.

Remember, if you are unable to collect evidence due to lockdown or other Covid-19 constraints, you can use evidence uploaded to previous workbooks *as long as they still accurately depict the current situation*. For instance, if you know you still have stickers on all your taps, you can use a photo that you previously uploaded as evidence in e.g. your 2019/20 workbook. If you do have to do this, please add in a comment to explain to the auditors why you have had to use old evidence.

As in 2019/20, auditors will be fully briefed on the situation and will be understanding of the constraints faced by each team in collecting evidence and completing tasks.