

## Cambridge Carbon Challenge 2018: Addressing air miles

### Background information

Within the context of reducing the need to travel by air, there are various University systems that need to be improved or put in place regarding: how travel expenses are reclaimed and the information claimants have to provide; the use of procurement systems to signpost alternative travel options; and a comprehensive videoconferencing strategy. These are areas that are being targeted for improvement by the institution, and so should not be the focus of ideas and proposals put forwards for this competition. We want to hear your proposals for doing things differently, within your own research group or community, to build networks, carry out research, teaching and learning, and disseminate research, and what support you might need to achieve that.

The data we hold on staff travel for work is based on the University's centrally-held data on travel booked via the University's preferred supplier (currently Key Travel) and claimed for via staff expenses. This does not capture all travel carried out for business purposes because some departments arrange their travel via other means, for which there are not currently systems in place to collate centrally.

*Based on the data we hold on staff and student travel, in 2016/17:*

- Members of the University travelled over 85,000,000 km for business purposes – around 90% of these were travelled by air.
- University travel by air was around 44% higher than it was in 2015/16 and 38% higher than it was in 2014/15 (we do not hold comparable data for years prior to 2014/15).
- University expenditure on flights was at least £5.6M.
- Emissions from business flights accounted for at least 15% of the University's total carbon emissions

Our annual per capita emissions for business flights are shown below:

2014/15	0.77 tonnes CO <sub>2</sub> e per FTE
2015/16	0.74 tonnes CO <sub>2</sub> e per FTE
2016/17	1.00 tonnes CO <sub>2</sub> e per FTE

A group of Cambridge academics, staff and students participated in a recent IARU virtual conference addressing the role of video conferencing in reducing the need to travel. They identified the following priority actions:

- Encourage digitalisation of expenses sheets so that we can collect data more effectively
- Utilise the expense claims system to capture data
- Move to one joined-up service provider for audio-visual technology, video conferencing, catering, rooms/furniture etc
- Review the financial regulations of the University to see if it can be made easier to sign off on more environmentally friendly travel options
- Work with the main travel provider for the University to promote alternatives to flying
- Provide information on alternatives to flying as part of procurement process (e.g. online booking system)
- Standardise the technology available for video conferencing or be clear about what technology is best for different applications/scenarios
- Share case studies of people/teams reducing air miles – social norming

- Raise awareness of what video conferencing facilities are available and how to book them – especially for new starters
- Provide training
- Provide benefits for people using alternative modes of travel e.g. system of ‘train miles’ (rather than frequent flyer points), use of first class train lounges
- Consult organisers of Cambridge-based conferences and meetings regarding provision for virtual conference/ meeting participation

Video conferencing is provided across the University in various forms, some provided and managed by UIS, others by Estate Facilities and others by individual institutions. The different systems and facilities in use across the estate are not always compatible with each other, meaning they cannot be used for virtual meetings between University sites.

Both UIS and Estate Facilities charge for the use of the video conferencing facilities that they manage. The lack of a coordinated approach to the provision of video conferencing across the estate can prevent users from becoming familiar with particular systems, and a lack of familiarity can itself put off potential users, especially those who are not already confident in using video conferencing.

Estate Facilities are working to standardise the equipment over all centrally managed lecture space and advise projects and departments of best practices to ensure the operation systems are duplicated in department lecture space. This will simplify the use of audio-visual equipment for lectures, working across all sites. These improvements will support video conferencing (although they will not provide the equipment for it).

During the 2016 Carbon Management Plan review, several consultees raised the need for the University to invest in a range of easy and free-to-use video conferencing facilities, to reduce the need for staff to travel to attend meetings and events being held locally and further afield.

## **Terms and conditions**

### **General**

1. Support can be sought from external bodies but a majority of the work must be completed by the team members. Please see clauses 4-7 (Intellectual Property in competition entries) below.
2. Individuals/teams must generate proposals for doing things differently to reduce reliance on flying for business purposes, without compromising the academic endeavours of individuals or the University as a whole.
3. The University reserves the right to cease or suspend the competition at any time at its sole discretion.

### **Intellectual Property in competition entries**

4. The University must be satisfied that it has the necessary rights to take proposals forward. By submitting your proposal, you confirm that you have the necessary rights and permissions to submit your proposal and to comply with clauses 6 and 7, below.



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CHALLENGE

5. You must declare any third party interests or involvement in your entry to the University on submission of your proposal.
6. The ownership and exploitation of any intellectual property in or disclosed by submitted competition entries and any accompanying material will be determined by the University's relevant Statutes and Ordinances.
7. You hereby agree that the University may, but is not required to, make your entry available on its website and any other media and in connection with any publicity of the competition. You further hereby grant the University a non-exclusive, worldwide, royalty-free, irrevocable licence, for the full period of any intellectual property rights, to (i) copy, adapt and publish the competition entry and any accompanying materials for publicity purposes; and (ii) develop, implement and use any project, service or product disclosed by the competition entry for the University's own purposes on its estate.

You confirm your agreement with the terms and conditions set out above by registering for the Cambridge Carbon Challenge via [the online form](#).

If you have any questions, please email [living.laboratory@admin.cam.ac.uk](mailto:living.laboratory@admin.cam.ac.uk).