

## Terms of Reference

Imperial's Sustainability Strategy states that "we will develop a Sustainable Travel Policy by 2022" and our measure of progress will be a "reduction in carbon emissions from air travel by 25% by 2026 against the baseline year 2017–18 (tonnes of CO<sub>2</sub>e per person per year)".

The Sustainable Travel Working Group will:

- Develop policies and proposals to reduce Imperial's carbon footprint from travel, as part of delivering the Sustainability Strategy.
- Develop a set of guidelines to inform the university's approach to all matters relating to business travel (domestic and/or international) to reduce impact, some through alternative lower-carbon methods to current travel practice.
  - Specifically, the Working Group will propose Sustainable Travel Policy recommendations to put to the Sustainability Strategy Committee in June 2023. Following the Committee's approval, the Policy will go to University Management Board before Autumn term.
- Determine appropriate carbon offsetting and/or insetting practices when required to cover residual emissions, in light of best practice across the sector and existing university-level work and initiatives.
- Investigate the mechanisms to reduce impact of travel to, from and around campuses considering active travel, servicing and deliveries, fleet vehicles, the public realm, accessibility and mobility. Propose a plan to reduce impacts from this review.
- Agree and advise suitable key performance indicators to support Policy recommendations. Develop a proposal to practically track travel data on an ongoing basis to measure KPIs and the overall success of the Policy.
- Recommend and implement communication and staff engagement mechanisms to support the delivery and implementation of the Policy.

## Timeline

1. Develop and agree a business travel policy to propose to Sustainability Strategy Committee by June 2023.
2. Offset/inset stock take and propose a plan by summer.
3. Stock take on the state of play on reducing impact of campus travel and commuting, to then develop an Active Travel Plan.

## Membership

- Harriet Wallace, Sustainability Strategy Director (Chair)
- Rhea Samra, Project Coordinator (working lead)
- Judge Singh, Category Manager
- Marc Stettler, Reader in Transport and the Environment in the Department of Civil and Environmental Engineering
- Frank Kelly, School of Public Health
- Jem Woods, Director for CEP and Reader in Sustainable Development (previously involved in considering offsetting)
- Will Hollyer, Director of Sport and Central Services
- Ahlam Khamliche - Senior Project Coordinator, School of Public Health (Trade Union representative)

Other groups of Imperial representatives that we will engage and consult with:

- HR representative
- Campus representatives
  - Either faculty representatives or Estates/building managers across the different sites
- UCU representatives
- Imperial College Union representatives
- PGR/ECR representatives
- Communications
- Student recruitment, academic services and Research Office (when applicable)