# Measuring scope 3 carbon emissions - transport

## Report to HEFCE by JMP Consultants Ltd

**January 2012**

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# Executive Summary

## Project Aim

The Higher Education Funding Council for England ('HEFCE' or 'the Council') commissioned JMP Consultants Limited to assist in measuring scope 3 transport (travel) greenhouse gas (GHG) emissions ('emissions') from higher education institutions (HEIs) in England. The Council aims to improve HEIs' understanding of scope 3 transport emissions and facilitate institutional and behavioural changes that ultimately reduce emissions.

More specifically, JMP was tasked with producing:

- Definitions for measuring scope 3 emissions from transport at an institutional level for use within Estates Management Statistics (EMS) from 2012/13. We were instructed that these should cover at least commuting and business travel;
- Good practice guidance to assist HEIs to adopt efficient and effective data collection practices, including examples of good practice within HEIs and other sectors and useful resources, for example electronic resources; and
- A report that justifies the choice of definitions (i.e. this report).

Good practice guidance on calculating scope 3 emissions from transport accompanies this report.[1]

## Appreciation

During the process of producing the documents outlined above, JMP has been mindful of the potential burden that measuring scope 3 transport emissions could place on HEIs, and the Council's requirement for a process that is light touch enough to be feasible yet robust enough to be credible.

## Our Approach

To ensure that we understood the issues which were important to HEFCE and HEIs, JMP:

- Reviewed relevant protocols, standards and documents on emissions management and reporting published by HEFCE, public sector organisations, non-governmental bodies and private sector companies;
- Engaged with stakeholders in HEIs through a series of workshops and Environmental Association of Universities and Colleges (EAUC) organised events; and
- Issued and analysed two online surveys.

[1] 'Measuring scope 3 carbon emissions – transport. A guide to good practice' (HEFCE 2012/02). Available at www.hefce.ac.uk.

## Reporting Protocols and Standards

To help organisations calculate and report their emissions to stakeholders in an effective and consistent manner, a number of guidance and reporting standards/protocols have been published by government and non-governmental organisations.

We have recommended an approach that mirrors established best practice. In particular, our recommendations are based on the GHG Protocol and guidance issued in the UK by the Department for Energy and Climate Change (DECC), Department for Environment, Food and Rural Affairs (Defra) and the Department for Transport (DfT).

## Emissions Reporting in the Public and Private Sectors

The calculation and reporting of emissions in public and private sector organisations is becoming increasingly commonplace. Traditionally, organisations have focused on reporting scope 1 and 2 emissions, but there has been a significant increase in the number of organisations including scope 3 emissions in their emission inventories.

Central government departments, executive agencies and the National Health Service are committed to reporting their scope 3 business travel emissions to Her Majesty's Treasury from financial year (FY) 2011/12. In the private sector, the Carbon Disclosure Project (CDP) provides a useful benchmark against which to review emissions reporting activities of UK and international corporations.

The CDP manages the world's largest emissions inventory and is the leading source of information on corporate emissions reporting. Scope 3 emissions are a voluntary reporting category in the CDP, but reference is made to business travel emissions.

## Findings

We understand that HEFCE is eager for HEIs to lead by example. To lead by example, HEIs need to be able to source high quality scope 3 travel data and calculate emissions in a highly efficient and effective manner.

Many public and private sector organisations are already reporting scope 3 emissions from all modes of business travel and have been doing so for a number of years. There is limited evidence, however, of public or private sector organisations currently reporting emissions from commuter travel.

Our research has shown that many HEIs are not currently calculating scope 3 travel emissions and for many there are significant challenges in doing so. In FY 2009/10, EMS only collected travel emissions from fuel used in owned and/or leased vehicles, and this information was not reported to emission scopes.

We recognise the ambition of HEFCE and HEIs – and the passion of their representatives – to improve scope 3 travel emissions reporting. However, HEFCE should carefully assess the risks of asking HEIs to go too far, too fast.

Not all HEIs are approaching scope 3 travel emissions from the same starting point, with the same level of resource or the same appetite to engage. If EMS scope 3 travel definitions are too

challenging or costly to complete, then the Council risks alienating HEIs, compromising the quality of outputs and risking the opportunities that scope 3 carbon reporting could generate.

In a worst case scenario the Council or HEIs could make strategic policy or programme decisions based on incomplete, inconsistent and irrelevant data outputs.

## Recommendations

JMP is mindful of the reporting requirements placed on HEIs. We have taken a pragmatic approach, balancing the Council's and HEIs' desire for leadership with the ability and appetite of HEIs to calculate and report scope 3 travel emissions data.

We recommend that HEIs adopt the following emission-reporting boundary and proposed EMS data definitions for scope 3 travel emissions.

**Recommendation 1**

***HEIs' business travel:*** this is business travel undertaken by academic and support staff, and students, and that is paid for by an HEI. Reporting emissions from some modes of HEI business travel is mandatory, whereas other modes are optional. HEIs should make every effort to report emissions from optional travel modes where possible.

**Recommendation 2**

***HEIs' commuter travel:*** this is travel undertaken by academics, support staff and students to and from their home (or for students, their term-time residence) to the HEI. Reporting of emissions from all modes of commuter travel is optional, but every effort should be made to report emissions.

We recommend that emissions associated with academic and support staff, and student commuter travel are recorded separately.

We also recommend that it is acceptable for HEIs to hold over from one year to the next between reporting commuter travel emissions, but data should not be older than 2 years. We anticipate that HEIs will find data about commuter travel emissions more challenging and costly to source than for business travel emissions and, as a result, emissions calculations may be undertaken less frequently.

**Concluding Comment**

If these recommendations are accepted, HEFCE and the higher education sector will be demonstrating good practice by mirroring scope 3 business travel reporting undertaken by a range of public and private sector organisations, but also raising the bar by including commuter travel emissions as an optional category.

The Council and HEIs should not underestimate the significance of including commuter travel emissions as an optional item, or the leadership its inclusion shows to others in the public and private sectors.

# 1 Introduction

1.1 In this section we have described the:

- Aim of the project JMP was commissioned to deliver; and
- Our approach to this work.

## Aim

1.2 The Higher Education Funding Council for England ('HEFCE' or 'the Council') commissioned JMP Consultants Limited to assist in measuring scope 3 transport (travel) greenhouse gas (GHG) emissions ('emissions') from higher education institutions (HEIs) in England. The Council aims to improve HEIs' understanding of scope 3 transport emissions and facilitate organisational and behavioural changes that will ultimately reduce emissions.

1.3 Specifically, JMP was tasked with producing:

- Definitions for measuring scope 3 emissions from transport at an institutional level for use within Estates Management Statistics (EMS) from 2012/13. These should cover at least commuting and business travel;
- Good practice guidance to assist HEIs to adopt efficient and effective data collection practices. It is expected that this will include examples of best practice within HEIs and other sectors and useful resources, for example electronic resources; and
- A report that justifies the choice of definitions (i.e. this report).

## Our Approach

1.4 JMP is mindful of the potential burden that measuring scope 3 transport emissions could place on HEIs, and the Council's requirement for a process that is light touch enough to be feasible yet robust enough to be credible.

1.5 We followed a four-staged approach to ensure that we delivered the project's aims effectively. This is outlined in the diagram below.


**Stage 1 - Review of Emissions Reporting Protocols and Standards**

1.6 We performed a desk-based review of established reporting protocols and standards, and examined emissions reporting policies and practices in the public and private sectors that are relevant to scope 3 transport emissions.

1.7 The emissions protocols, standards and guidance reviewed included:

- World Business Council for Sustainable Development (WBCSD) and World Resources Institute (WRI), The Greenhouse Gas Protocol: A Corporate Accounting and Reporting Standard (2001, revised edition 2004);[2]
- Department for Environment, Food and Rural Affairs (Defra) and Department for Energy and Climate Change (DECC), Guidance on How to Measure and Report Your Greenhouse Gas Emissions (2009);[3]
- Department for Transport (DfT) and Defra, Measuring and Reporting Greenhouse Gas Emissions – A DfT Guide to Work-Related Travel (2011);[4]
- WBCSD and WRI, Scope 3 (Supply Chain) Accounting and Reporting Standard (2010);[5]
- Defra and DECC, 2011 Guidelines to Defra/DECC's Greenhouse Gas Conversion Factors for Company Reporting (2011);[6]
- ISO 14064:2006, Greenhouse Gases (2006);[7]
- ISO 14001:2004, Environmental Management Systems (2004);[8]
- Her Majesty's Treasury (HMT), Financial Reporting Manual 2011-12;[9] and
- Carbon Trust, Introducing Higher Education Carbon Management (2008).[10]

***HEFCE Documents***

1.8 We also reviewed HEFCE publications to ensure that our proposed HEI emissions reporting boundary and EMS data definitions reflected current practice in the sector. These included:

- SQW Consulting, Research into a Carbon Reduction Target and Strategy for Higher Education in England, A Report to HEFCE (2009);[11]
- SQW Consulting, Carbon Baselines for Individual Higher Education Institutions in England, Report to HEFCE by SQW (2010);[12]
- HEFCE Carbon Reduction Target and Strategy for Higher Education in England (2010);[13]
- HEFCE Carbon Management Strategies and Plans: A Guide to Good Practice (2010);[14] and
- Higher Education Statistics Agency (HESA), Estate Management Statistics Collection 2009/10 (2011).[15]

[2] http://www.ghgprotocol.org/files/ghgp/public/ghg-protocol-revised.pdf
[3] http://www.defra.gov.uk/publications/files/pb13309-ghg-guidance-0909011.pdf
[4] http://www.dft.gov.uk/pgr/sustainable/greenhousegasemissions/
[5] http://www.ghgprotocol.org/files/ghgp/public/road-testing-summary_scope-3-accounting-and-reporting-standard_final.pdf
[6] Links at: http://www.defra.gov.uk/environment/economy/business-efficiency/reporting/
[7] http://www.iso.org/iso/catalogue_detail?csnumber=38381
[8] http://www.bsigroup.co.uk/en/Assessment-and-Certification-services/Management-systems/Standards-and-Schemes/ISO-14001/
[9] http://www.hm-treasury.gov.uk/d/financial_reporting_manual_2011_12.pdf
[10] http://www.carbontrust.co.uk/publications/pages/publicationdetail.aspx?id=CTX602
[11] Available at www.hefce.ac.uk
[12] Available at www.hefce.ac.uk
[13] Available at www.hefce.ac.uk
[14] Available at www.hefce.ac.uk

1.9 We then reviewed public sector policies and commitments, and reporting activity in the private sector. This included commitments on scope 3 transport emissions made by:

- Government departments;
- Executive agencies;
- Local authorities;
- The National Health Service (NHS); and
- Private sector corporations.

**Stage 2 - Stakeholder Engagement**

1.10 We arranged and attended a number of stakeholder events, and participated in a number of one to one discussions with stakeholders. We also issued online surveys, newsletters and emails.

1.11 The programme of stakeholder engagement was designed to ensure that we had a clear understanding of:

- Current scope 3 transport emissions reporting practices among HEIs;
- Current scope 3 transport emissions reporting boundaries adopted by HEIs;
- The quality of transport data currently held by HEIs;
- The ability of HEIs to calculate scope 3 transport emissions; and
- The appetite of HEIs to report scope 3 transport emissions.

1.12 Our programme of stakeholder engagement is described in more detail below.

***Informing Stakeholders***

1.13 An initial email was sent to members of the Environmental Association of Universities and Colleges (EAUC), Association of University Directors of Estates and Association of University Procurement Officers mailing list informing them of objectives, timescales and contact details for project managers.

***Scope 3 Transport Emissions Workshops***

1.14 JMP held four workshops in London, Birmingham, Leeds and Manchester in March and April 2011. We engaged with 23 individuals from 13 HEIs. Attendees included representatives from procurement, estates, finance, travel plan co-ordinators and energy managers.

1.15 We also shared the proposed EMS scope 3 travel data definition with HEI representatives at a series of workshops in July 2011. Over 30 representatives attended workshops in London, Birmingham, Leeds and Manchester.

***EAUC Conferences***

1.16 We presented at the EAUC Transport Practitioners Conference in Sheffield (February 2011) and the Annual EAUC Conference at the University of York (April 2011). We also held a stakeholder

[15] http://www.hesa.ac.uk/index.php?option=com_collns&task=show_colln&Itemid=232&c=C09042&s=10&wvy=any&wvs=1&isme=1

workshop at the Annual EAUC Conference alongside our project partners De Montfort University and Arup.

***Online Surveys***

1.17 We issued two online surveys. The first online survey was designed to assess the:

- Extent to which reporting of scope 1 and scope 3 transport emissions is currently being undertaken by HEIs;
- Availability of transport information needed to enable effective and efficient emissions calculation; and
- Appetite of HEIs to broaden their transport emissions reporting boundaries.

1.18 The first survey was issued in April 2011 and completed by 112 respondents. The second survey, issued in May 2011, was designed to test HEIs' reactions to our proposed emissions reporting boundary and EMS data definitions. A total of 29 respondents completed the second survey.

***One to One Discussions***

1.19 Over the duration of the project we also engaged with numerous individuals on a one to one basis at stakeholder events, conferences and on the telephone. We also engaged with the sector through electronic communication, including emails and project newsletters.

**Stage 3 - Scope 3 Transport Emissions Assessment**

1.20 Drawing on the outcomes of our work, JMP assessed which types and modes of transport should be included in HEIs' scope 3 travel emissions reporting boundary and proposed EMS data definitions.

1.21 To do this, we defined different types of travel undertaken by academic and support staff and students at HEIs and assessed these against established reporting protocols and standards, existing practice in the public and private sectors, and the ability and appetite of HEIs to calculate and report emissions.

***Assessment against Established Reporting Protocols and Standards***

1.22 We assessed different types and modes of travel against the GHG Protocol's five core principles of carbon reporting and the Defra/DECC guidance on how to measure and report significant scope 3 emissions.

1.23 The core principles and significant scope 3 emissions assessment criteria are summarised in Figure 1.1 and Figure 1.2 respectively.

**Figure 1.1 Greenhouse Gas Protocol's five core principles of carbon reporting**

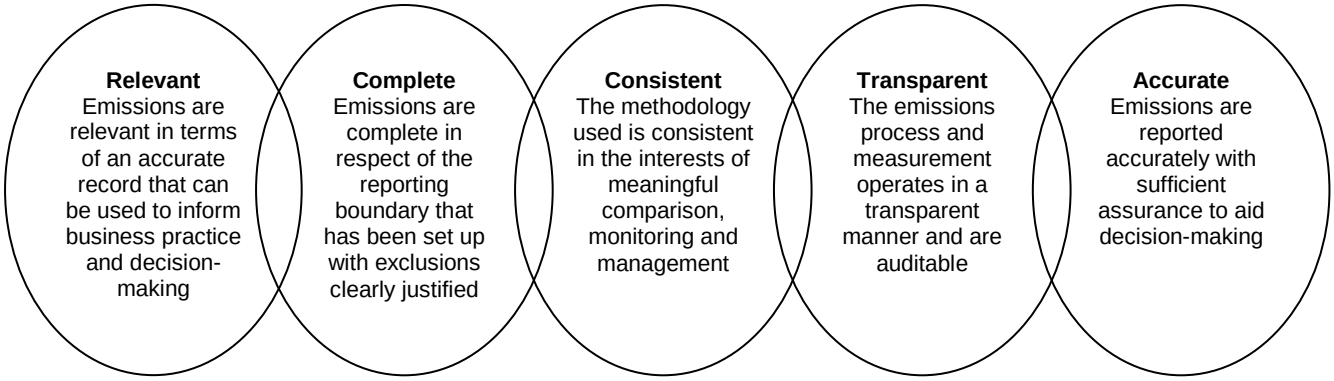
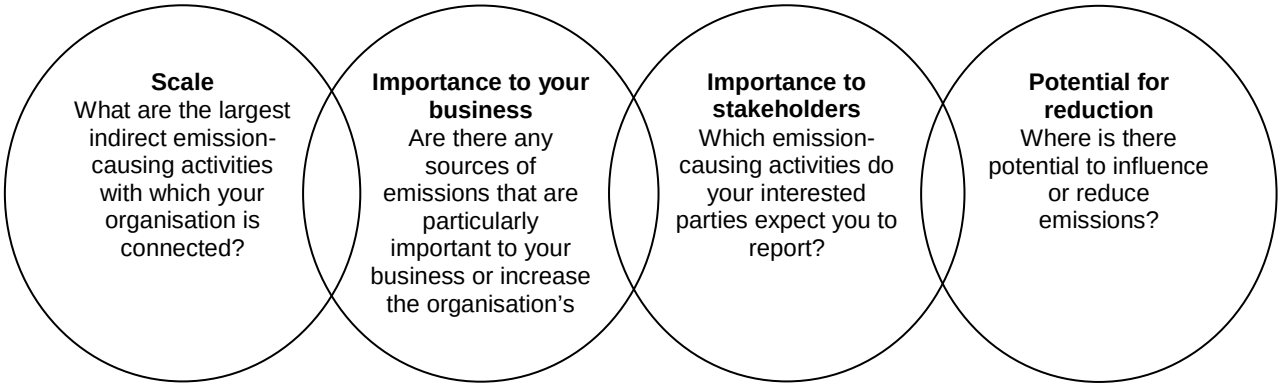



**Figure 1.2 Defra and DECC significant scope 3 emissions**




***Assessment against Best Practice Scope 3 Transport Emissions Reporting in the Public and Private Sectors***

1.24 At this stage we reviewed the various reporting boundaries for scope 3 transport emissions adopted by a range of public and private sector organisations. This enabled us to ensure that our proposed HEI emissions reporting boundary and proposed EMS recommendations mirrored existing good practice. It also allowed us to establish what leadership in scope 3 transport emissions looked like.

***Assessment against HEIs' Ability and Appetite to Report Scope 3 Transport Emissions***

1.25 Irrespective of whether reporting of emissions from a specific type or mode of travel has been recognised as good practice in the public and/or private sector, HEIs need to be in a position to calculate transport emissions effectively and efficiently.

1.26 If HEIs are requested to report scope 3 transport emissions, but do not have the ability to do so, the integrity and robustness of HEI reporting and the EMS data definitions will be compromised.

1.27 We designed our first online survey and programme of stakeholder workshops to assess the ability and appetite of HEIs to calculate and report different types and modes of travel.

1.28 By assessing each different type and mode of travel we were able to make informed, evidence-based decisions on which types and modes of travel should be included in an HEI's emissions reporting boundary and proposed EMS data definitions.

1.29 We were also able to make evidence-based decisions on whether each type and mode of travel should be classed as mandatory or optional in the proposed EMS data definitions.

**Stage 4 - Stakeholder Review and Formalisation**

1.30 Following the findings from the desk-based review and stakeholder engagement programme, we defined the types and modes of transport that should be recommended for inclusion in an HEI's emissions reporting boundary and proposed EMS data definitions.

1.31 We issued a second online survey in May 2010 that listed our draft recommendations. In the survey we outlined the reasoning behind our recommendations and asked stakeholders to agree or disagree with the recommendations, and share any views they may have.

1.32 The survey was completed by 29 HEIs. We used the findings from this survey and additional discussions that had taken place with stakeholders to formalise our EMS recommendations and set the parameters of the good practice guidance document on calculating emissions from scope 3 transport.

# 2 Strategic Findings

2.1 The calculation and reporting of emissions in public and private sector organisations is becoming increasingly commonplace. Traditionally, organisations have focused on scope 1 and scope 2 emissions, but there has been a significant increase in the number of organisations including scope 3 emissions in their emissions inventories.

2.2 This section of the report considers strategic reporting issues and how the Council can ensure that HEIs' scope 3 travel emissions reporting aligns with current good practice.

2.3 Specifically, this section:

- Briefly reviews emissions reporting protocols and standards with particular focus on scope 3 transport reporting;
- Identifies scope 3 transport reporting boundaries in public and private sector organisations;
- Provides an overview of current scope 3 transport emissions reporting in HEIs; and
- Examines the most appropriate opportunity to apply conversion factors to HEI travel data.

## Emissions Reporting Protocols and Standards

### Overview

2.4 A number of reporting protocols and standards have been devised by governments and non-governmental organisations to help organisations calculate and report emissions in a consistent manner, and to enable stakeholders to monitor and compare organisations' performance.

2.5 The most widely used is The Greenhouse Gas Protocol: A Corporate Accounting and Reporting Standard (GHG Protocol: Corporate Standard), which was published in 2001 by the WBCSD and WRI.

2.6 A number of other reporting protocols, standards and guidance documents have emerged following the publication of the GHG Protocol. The principles of emissions reporting described in the GHG Protocol also form the foundation of emissions reporting in the majority of these other publications.

2.7 In the UK, DECC, Defra and DfT have all produced guidance documents based on the GHG Protocol's reporting principles.

2.8 HEFCE has adopted the GHG Protocol's core principles of emissions reporting in its EMS reporting and current emissions reporting guidance documents. Therefore, we have followed the GHG Protocol's reporting principles when determining which types and modes of scope 3 transport emissions should be included in HEIs' emissions reporting boundary and proposed EMS data definitions.

### Scope 3 Emissions

2.9 As interest and demand for emissions reporting have increased, organisations and stakeholders are broadening their emissions reporting from scope 1 and 2 emissions, to scope 3 emissions.

The recognition that scope 3 emissions are important has led to demands for clearer guidance. The WBCSD and WRI, the authors of the GHG Protocol, have produced Draft Guidance for Calculating Scope 3 Emissions to complement the Corporate Standard. The guidance is scheduled to be published in autumn 2011.[16]

2.10 When published, the guidance will provide the most comprehensive advice available on accounting and reporting scope 3 emissions. It will provide a detailed description of scope 3 emissions accounting and provide comprehensive categorisation of emissions types. The draft guidance categorises scope 3 emissions as:

- Indirect emissions from purchased products (upstream emissions);
- Indirect emissions from sold products (downstream emissions); and
- Other indirect emissions.

2.11 Business travel is classified as an *'upstream indirect'* emission and commuter travel as an *'other indirect'* emission. Although this is draft guidance and its outputs have yet to be agreed, we have considered all the salient points relating to scope 3 transport emissions and endeavoured to future proof our recommendations.

**Transport Emissions: Guidance and Standards**

2.12 Scope 3 transport emissions are widely recognised as one of the most challenging sources of emissions for organisations to calculate. To help organisations to manage transport-related emissions more effectively, the DfT and Defra published guidance on calculating emissions from work-related travel in April 2011.

2.13 The DfT and Defra guidance provides organisations with advice on which types and modes of work-related travel should be included in an emissions inventory, and how to calculate emissions from travel.

2.14 We have reflected the principles on scope 3 work-related travel emissions reporting described in this guidance, adapting them where necessary to reflect the idiosyncrasies of HEIs.

2.15 ***We recommend*** *that the Council and HEIs continue to follow the principles of the GHG Protocol and that any changes to the GHG Protocol, or associated publications, are reflected in updated guidance and EMS data definitions*.

## Scope 3 Transport Emissions Reporting Boundaries in the Public and Private Sectors

**Overview**

2.16 To date, organisations have tended to focus on emissions resulting from business travel. There are very few instances of organisations – in either the public or private sector – including emissions generated from commuter travel in their emissions inventory.

[16] http://www.ghgprotocol.org/feature/download-new-ghg-protocol-corporate-value-chain-scope-3-standard

2.17 There is even less evidence that organisations are including emissions associated with other types of travel (e.g. visitor travel).

**Public Sector**

***Central Government and Executive Agencies***

2.18 Central government departments and their executive agencies are required, by Greening Government Commitments (Defra, February 2011),[17] to calculate and report business travel emissions. Emissions resulting from commuter travel are considered outside of the government's emissions reporting boundary.

2.19 We are not aware of any central government or executive agency in England that has voluntarily included commuter travel in its emissions inventory. However, in Scotland, Transport Scotland, the national transport agency, reports emissions from both business travel and commuter travel.

2.20 In addition to Greening Government Commitments, central government departments and executive agencies are required to report emissions to Her Majesty's Treasury from financial year (FY) 2011/12 onwards. HMT's Financial Reporting Manual requests information on emissions from business travel, but not commuter travel.

***Local Authorities***

2.21 In recent years, local authorities have been asked to consider calculating emissions associated with business travel and outsourced travel under National Indicator (NI) 185. Commuter travel emissions were excluded from NI 185[18].

2.22 The Coalition Government has abolished the NI reporting series. We are not aware of any formal requirement for local authorities to report scope 3 travel emissions to central government departments or its agencies.

***The National Health Service***

2.23 The NHS, the largest emitter of greenhouse gases in the public sector, launched its emissions reduction strategy in the summer of 2008 (with updates in subsequent years). The strategy identified business, commuter, visitor, patient and supplier travel as areas where the NHS has an influence and could reduce emissions.

2.24 We understand that there is no requirement on NHS bodies to calculate or report emissions from commuter, patient or visitor travel to any NHS or government body. The NHS, however, is required to report business travel emissions to HMT in the same way as central government departments and executive agencies.

**Private Sector**

2.25 The Carbon Disclosure Project (CDP) provides a useful benchmark against which to review emissions reporting activities of UK and international corporations. The CDP manages the world's largest emissions inventory and is the leading source of information on corporate emissions reporting.

[17] http://sd.defra.gov.uk/documents/Greening-Government-commitments.pdf
[18] http://www.communities.gov.uk/publications/localgovernment/finalnationalindicators

2.26 In 2010, the CDP represented 534 institutional investors with more than US$64 trillion of assets under management. Each year the CDP requests emissions disclosure from over 3,000 of the world's largest corporations.

2.27 In the UK, the majority of FTSE 350 businesses disclose their emissions to the CDP, and the CDP also manages a Public Procurement Programme for HMT, Defra and DECC.

2.28 The CDP provides guidance on which scope 3 emissions to report in its annual questionnaire. The CDP splits scope 3 accounting and reporting into five classes:

- Employee business travel;
- External distribution and logistics;
- The use and disposal of the company's products and services;
- The company's supply chain; and
- Other.

2.29 The accounting and reporting of scope 3 emissions is optional. In terms of transport, the key focus is business travel, with commuter travel receiving little attention. As such, we are not aware of any corporations that include commuter travel emissions in their submissions to the CDP.

2.30 There is little consistency in how organisations report their scope 1 and scope 3 travel emissions to the CDP. It appears that some organisations include all modes of business travel in their emissions inventory, whereas others include one or two modes of business travel. The lack of consistent, transparent and comparable reporting is a barrier to effective benchmarking and on-going monitoring.

2.31 ***We recommend*** *that the Council and HEIs mirror good practice in scope 3 business travel reporting, but go further by mandating reporting of certain modes of business travel. In addition to this, we recommend that HEIs lead by example and include commuter travel emissions as an optional item in their emission inventories.*

## Travel Emissions Reporting in HEIs

### Overview

2.32 The EMS currently collects data on transport emissions resulting from fuel used in vehicles that are owned or leased by the HEI. It does not include emissions from any other mode of transport.

2.33 In addition to this we understand that a number of HEIs have developed Carbon Management Plans with the support of HEFCE and the Carbon Trust. We understand that these plans contain information on scope 3 transport emissions, but it is not clear how widespread – or consistent – the practice of including scope 3 travel emissions is across all HEIs.

2.34 During our research we have identified a number of management and reporting issues that impact on the collation and reporting of scope 3 travel emissions and HEIs' emissions inventories. We have described these below.

### Identifying Scope 1 and Scope 3 Travel Emissions

2.35 To avoid double counting, emissions are classified into three scopes. These are described below:

- **Scope 1 (Direct emissions):** Activities owned or controlled by your organisation that release emissions straight into the atmosphere. They are direct emissions. Examples of scope 1 emissions include emissions from combustion in owned or controlled boilers, furnaces, vehicles; emissions from chemical production in owned or controlled process equipment.
- **Scope 2 (Energy indirect):** Emissions being released into the atmosphere associated with your consumption of purchased electricity, heat, steam and cooling. These are indirect emissions that are a consequence of your organisation's activities, but which occur at sources you do not own or control.
- **Scope 3 (Other indirect):** Emissions that are a consequence of your actions, which occur at sources which you do not own or control and which are not classed as scope 2 emissions. Examples of scope 3 emissions are business travel by means not owned or controlled by your organisation, waste disposal, or purchased materials or fuels.

*Source: Guidance on How to Measure and Report Your Greenhouse Gas Emissions, Defra/DECC (2009)*[19]

2.36 The following factors therefore determine whether emissions from transport are classified as scope 1 or scope 3 emissions:

- The type of travel being undertaken (e.g. if it is business travel or commuter travel);
- Whether travel is undertaken in a mode of transport that is owned or leased; and/or
- How a leased transport asset is accounted for.

2.37 The allocation of some types and modes of transport to emission scopes is relatively simple.

***Business Travel***

2.38 If the mode of transport is owned by the reporting body and used for business travel it is always a scope 1 emission (e.g. a pool car owned by an HEI). If a mode of transport is not owned or controlled by the reporting body, and used for business, it is always a scope 3 emission (e.g. HEI travel by hire car).

***Leased Assets***

2.39 The emissions from a leased transport asset are more complex to allocate to emission scopes. A leased transport asset that is used for business purposes can be classified as either a scope 1 or a scope 3 emission. The allocation to an emission scope will depend on how the leased asset has been accounted for.

2.40 If the leased asset is considered a wholly owned asset in financial accounting terms, and recorded as such on an organisation's balance sheet, then emissions associated with its use should be classified as scope 1. If not, the emissions should be classified as scope 3.

***Commuting***

2.41 The emissions associated with commuting are almost always classified as scope 3 emissions, but there are exceptions. For example, a leased asset used by an employee on their commute will be

[19] http://www.defra.gov.uk/publications/files/pb13309-ghg-guidance-0909011.pdf

classed as a scope 3 emission, unless the fuel costs are borne by an organisation and the asset is considered as a wholly owned asset and recorded as such on the organisation's balance sheet.

***HEI Reporting***

2.42 The EMS data item D38c CO1g does not allow HEIs to differentiate between scope 1 or 3 emissions from owned and/or leased vehicle assets. It is conceivable therefore that information recorded by HEIs in the EMS database could include any combination of scope 1 emissions from owned vehicle assets, scope 1 emissions from leased vehicle assets and scope 3 emissions from leased vehicle assets.

2.43 If this EMS data definition remains then there is a risk of double-counting transport emissions.

***Recommendations***

2.44 JMP has been commissioned to provide the Council with EMS data definitions for scope 3 travel emissions. Our recommendation for an EMS scope 3 transport data definition can be found in paragraph 5.20.

2.45 *In addition to this* ***we recommend that the HESA EMS review group*****:**

- *Review and ultimately remove data item D38c CO1g from the EMS; and*
- *Provide HEIs with guidance on calculating and reporting scope 1 transport emissions to avoid the potential risk of double counting.*

**Travel Emissions and the Carbon Reduction Commitment**

2.46 The EMS data item D38c.C01g states that:

*"Energy emissions for the total estate - Fuel used in vehicles owned or leased by the HEI.*

*A figure (CO2) should be provided for this fuel type but it is not included in the C01 total along with the other six fuel types. This data is required for reporting as part of the Carbon Reduction Commitment, but the data do not directly relate to the estate."*

*Source: HESA EMS data definitions*[20]

2.47 There are instances where transport emissions should be included in the Carbon Reduction Commitment (CRC), but we would have expected that the majority of vehicles owned or leased by HEIs would be exempt from the CRC.

***CRC Reporting Requirements***

2.48 All vehicles that require a licence under the Vehicle Excise and Registration Act 1984 (including a nil licence), and vehicles that are required to display a certificate of Crown Exemption under regulation 31 of the Road Vehicles (Registration and Licensing) Regulations 2002, are exempt from the CRC.

2.49 Vehicles that are operating without such licences, such as on-site vehicles, are included in the CRC. We understand that, subject to the definition of transport, some forklifts, drill rigs, non-road-going mobile or floating cranes and excavators may also be included in the CRC. We understand DECC will publish guidance on this area in due course.

[20] http://www.hesa.ac.uk/index.php?option=com_content&task=view&id=1871&Itemid=233

2.50 The EMS seems to suggest that all fuel used in owned and leased vehicles should be included in CRC returns. This is incorrect.

2.51 ***We recommend*** *that HESA and the EMS Review Group clearly define the transport requirements of the Carbon Reduction Commitment.*

## Application of Conversion Factors to HEI Travel Data

2.52 We understand that HESA wishes to explore whether Defra/DECC conversion factors could be applied centrally, thereby removing the need for HEIs to calculate emissions. To do this, HEIs would provide HESA with fuel consumption and/or distance travelled data for each type and mode of travel. We understand that the EMS would then calculate emissions, using the appropriate conversion factor, on behalf of HEIs.

2.53 Designing the EMS with data fields needed for every potential transport conversion factor would result in an extremely lengthy questionnaire.

2.54 For example, there are at least 30 different conversion factors that could be applied for each classification of car travel. Based on feedback from the sector we have proposed five vehicle classifications for car travel – namely leased pool car, hire car, leased company car, grey fleet (business use of employee-owned vehicles) and car club. To enable the EMS to calculate emissions, and ensure that the most appropriate conversion factor is applied to each car classification, the EMS would need to contain 150 individual data fields.

2.55 Furthermore, when calculating emissions for car and van travel, Defra/DECC guidance recommends that a vehicle's emissions readings (the $gCO_2$/km figure provided by the Vehicle Certification Agency) are used to calculate emissions if fuel consumption data is not available. Vehicles' $gCO_2$/km readings can range from under 100$gCO_2$/km to upwards of 200$gCO_2$/km. The EMS, therefore, would also need to accommodate the full range of vehicle $gCO_2$/km readings.

2.56 If the minimum subset of $gCO_2$/km was used for cars and vans, along with the other conversion factors listed by Defra/DECC, we estimate that upwards of 250 individual data fields would be required for cars and vans alone. When other modes and classifications of travel are considered, we estimate that over 325 data fields would be required in the EMS.

2.57 One option is to limit the information HEIs can provide which, in turn, would reduce the number of conversion factors available. This approach, however, would go against Defra/DECC guidance on emissions reporting. Defra and DECC advise organisations to use the most accurate emissions factors that are available when calculating emissions.

2.58 By limiting the number of conversion factors available to HEIs, the EMS would restrict the ability of the sector to evidence improvements in performance. For example, the removal of some car conversion factors will prevent improvements in fleet efficiency being identified and reflected in emissions generated.

2.59 The work-related emissions calculation tool produced by the DfT and Defra, which we have recommended in the proposed EMS definitions and in the accompanying guide to good practice for transport, will assist HEIs to manage the application of transport conversion metrics and the calculation of emissions by type and mode of transport.

2.60 ***We recommend*** *that HEIs report emissions in the EMS, rather than fuel consumption and distance travelled data. If fuel consumption and distance travelled data is requested, to the standards outlined by Defra and DECC, then the EMS questionnaire would be very lengthy and potentially confusing.*

**Updating Conversion Factors**

2.61 Conversion factors are updated by DECC/Defra on an annual basis. A change in conversion factors can impact on earlier reporting periods. Only in certain circumstances, however, will there be a need to update previous calculations.

2.62 Defra/DECC advise that, "A company should not generally recalculate their emissions for all previous years using the newer factors. The most recent factors should only be applied for reporting on years up to 2 years prior to the most recent dataset. In most cases the fuel emission factors in general are unlikely to vary very significantly between different years." [21]

2.63 However, specific transport conversion factors generally do change on an annual basis and the new conversion factors should only be used for the most recent year of reporting. The conversion factors provided by Defra/DECC are for the most recent year available. This is generally two years behind the update year (2011 update is based on 2009 data).

2.64 Defra/DECC advise that previous years' emissions should only be recalculated for a year consistent with the data basis of the new update. The Defra/DECC guidance states that, "For example, if you are now reporting emissions for financial year 2009-10, you should also recalculate the 2008-9 emissions using the 2010 update data, as these are for the most part based on 2008 datasets. Figures reported for 2007 should use emission factors from the 2009 update, which are mostly based on 2007 data".

2.65 It can be challenging for organisations to recalculate emissions. The updates that are technically required can have significant administrative impacts and can be costly to undertake. Furthermore, transport classifications are becoming more detailed (for example, the inclusion of flight classes in addition to average emission factors in the air passenger transport conversion factors in the 2008 update), and as organisations' management information improves, the accuracy of emission calculation increases.

2.66 Therefore, it may not always be possible to recalculate emissions using more recent conversion factors in an efficient and effective manner.

2.67 ***We recommend*** *that HEIs explain to stakeholders how emissions have been calculated and which conversion factors have been used. Baseline and reporting years should only be updated if the change to a conversion factor is materially significant.*

2.68 Further guidance on recalculating emissions can be found in Defra/DECC's Guidance on How to Measure and Report Your Greenhouse Gas Emissions (2009), and Guidelines to Defra/DECC's Greenhouse Gas Conversion Factors for Company Reporting (2011).

[21] http://archive.defra.gov.uk/environment/business/reporting/pdf/101006-guidelines-ghg-conversion-factors.pdf

# 3 Findings: Stakeholder Engagement

## Overview

3.1 This section describes the reported level of scope 1 and scope 3 travel emissions calculation in HEIs, and provides information on the ability and appetite of HEIs to calculate travel emissions.

**Background**

3.2 We distributed an online survey asking HEIs to:

- Outline which types and modes of transport emissions were currently being calculated;
- Describe the availability of the dataset for each mode of travel; and
- Describe the quality of the travel dataset for each travel mode.

3.3 In the online survey and during discussions with stakeholders we did not differentiate between scope 1 and scope 3 emissions. The allocation of emissions to scopes is complex and can lead to confusion. Furthermore, the information needed to calculate emissions, irrespective of whether they are scope 1 or scope 3, is often sourced from the same stakeholder.

3.4 Finally, we included questions relating to scope 1 travel emissions to improve our understanding of HEIs' scope 1 travel emission reporting, and the ability and appetite of HEIs to calculate this type of transport emission.

3.5 If the HEI was not calculating emissions from a type or mode of work-related travel, we asked respondents about the availability of information to do so. A copy of our first online survey can be found at Annex B.

3.6 The survey was completed by 112 respondents from HEIs, although not all participants answered every question. We also held four workshops. At these workshops we examined different types of travel undertaken by HEIs and reviewed the availability of data.

3.7 During the workshops we identified a number of new travel types that could be included within an HEI's scope 3 emissions reporting boundary. We discussed these travel types with stakeholders and included them in our second online survey, which is discussed later in this report (paragraphs 4.5-4.6).

3.8 We also shared our proposed EMS data definitions with HEIs at four regional workshops in July 2011.

**HEIs' Travel Emissions Reporting Landscape**

3.9 We have presented our findings by type of travel (i.e. business travel or commuting), sub-type of travel (i.e. the category of traveller) and mode (e.g. car, rail or air).

## Business Travel

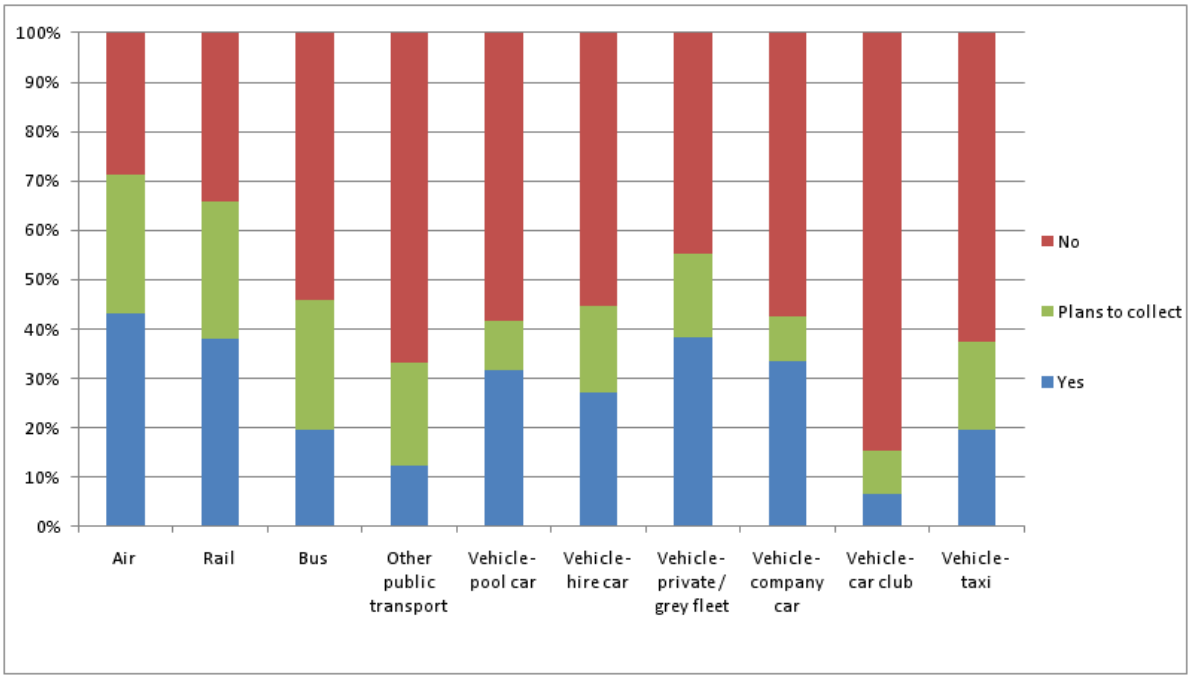
3.10 We asked HEIs about staff and student business travel.

### Staff Business Travel

3.11 We described staff business travel as, *"travel by an employee on official business. For example this could include staff travelling to/from other institutions for conferences/events or as part of academic requirements".*

3.12 Figure 3.1 shows, as a percentage, the number of responding HEIs that were currently calculating emissions from different modes of staff business travel, those that were planning to collect emissions and those that were not currently calculating emissions.

**Figure 3.1 HEIs currently capturing emissions by mode of travel**




3.13 There is currently a low level of emissions reporting being undertaken across all modes of business travel (sample size ranged from 92 to 111 respondents). Slightly over 40 per cent of respondents were currently calculating emissions from air travel (sample size 111), while slightly below 40 per cent of respondents were currently calculating emissions from rail travel (sample size 108) and the grey fleet (sample size 107).

3.14 When those HEIs that were planning to collect emissions are considered, the landscape changes. Around 70 per cent of respondents were currently calculating or planning to calculate air travel emissions (sample size 111), 65 per cent for rail emissions (sample size 108) and 55 per cent for grey fleet emissions (sample size 107). In the remaining seven categories less than half of HEIs were currently or planning to collect emissions (sample size ranged from 92 to 107).

3.15 There is currently an EMS data definition requesting HEIs to report emissions from fuel used in owned or leased vehicles. We would have expected, therefore, that a high percentage of HEIs would be reporting emissions from fuel used in pool and company cars.

3.16 However, the reporting of emissions for these two modes of travel was surprisingly low. Approximately a third of survey respondents were currently calculating emissions from these

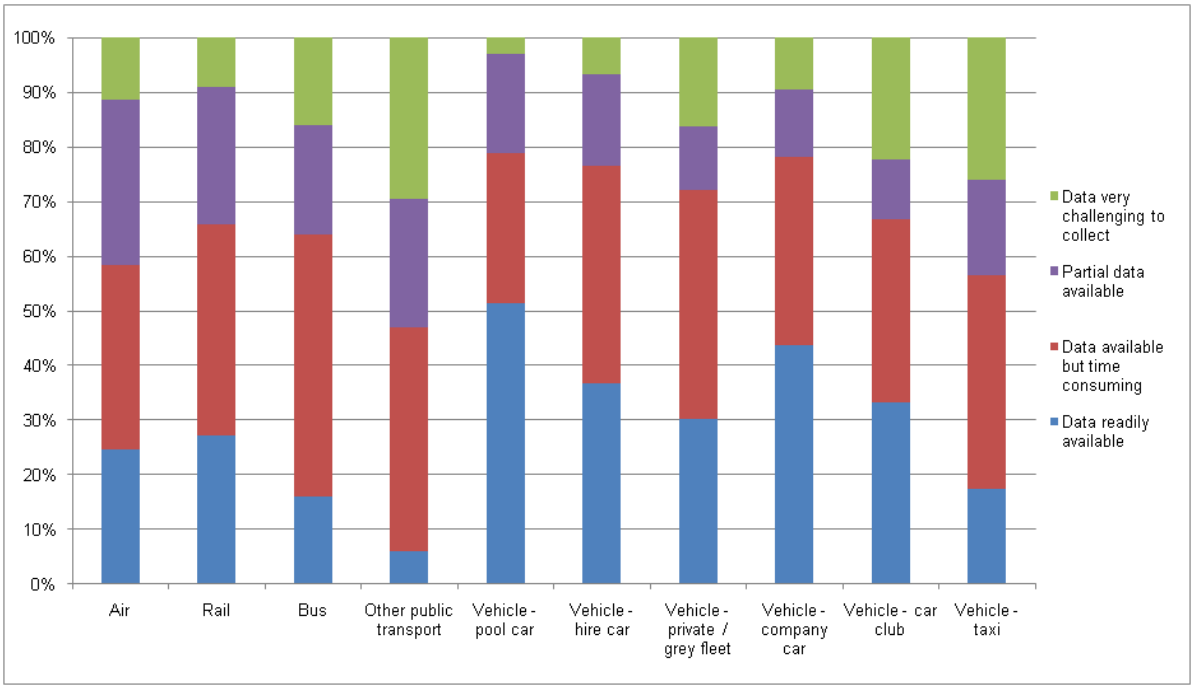
modes of transport and only a further 1 in 10 were planning to do so (sample size 99 and 101 respectively).

***Ability to Calculate Emissions***

3.17 HEIs currently or planning to collect emissions information were asked whether data was readily available, was available but time consuming to collect, if partial data was available, or whether data was challenging to collect. The sample size ranged from 9 to 53 respondents.

3.18 Figure 3.2 shows our findings.

**Figure 3.2 HEIs' ability to capture emissions data**




3.19 In only one instance, emissions from pool cars, did over 50 per cent of respondents describe data as readily available (52 per cent of 33 respondents); 44 per cent (32 respondents) described company car data as readily available, while 37 per cent described hire car data as readily available (30 respondents). Around a quarter of respondents described air and rail data as readily available (53 and 44 respondents respectively).

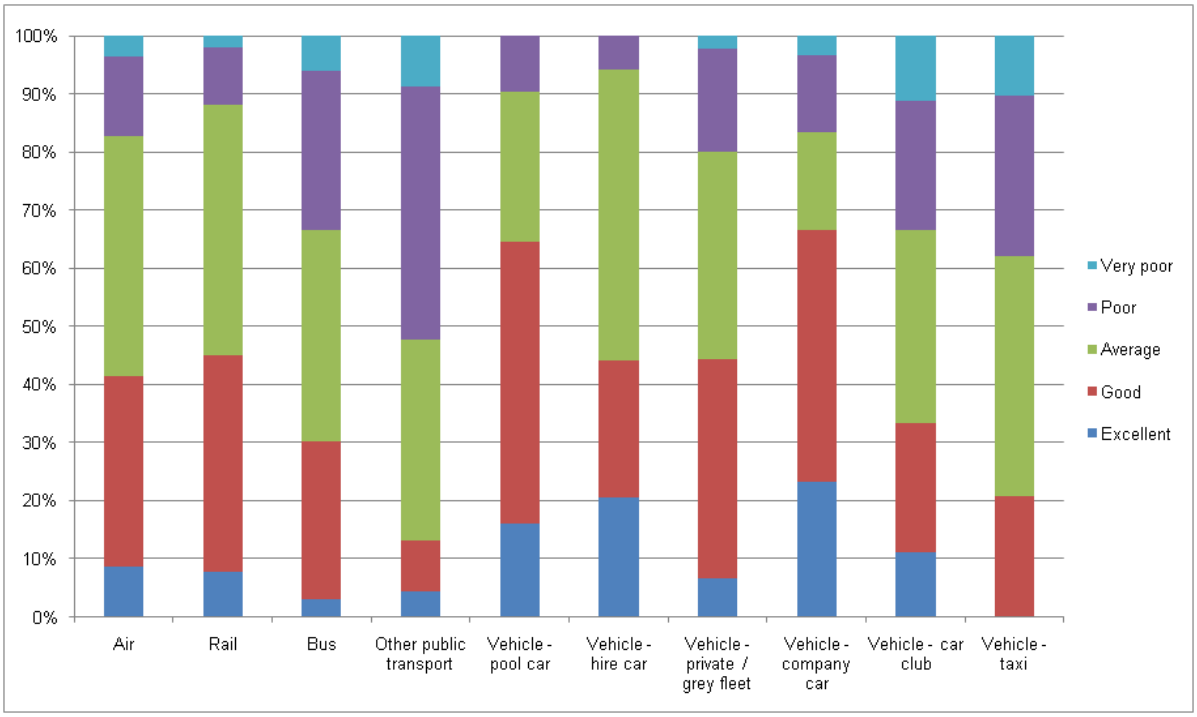
3.20 Around four out of five institutions described pool, hire and company car data as readily available or available but time consuming to collect (sample size 33, 30 and 32 respectively) Two thirds described rail, bus and car club data in this way (sample size 44, 25 and 9 respectively).

***Data Quality***

3.21 Those HEIs that were currently calculating emissions or planning to do so were then asked about the quality of the data. They were asked whether data was excellent, good, average, poor or very poor. The sample size ranged from 9 to 58 respondents.

3.22 Figure 3.3 shows our findings.

**Figure 3.3 Quality of data**




3.23 In only two instances, company cars and pool cars, did over 50 per cent of respondents describe data as excellent or good (sample size 30 and 31 respectively). Around 40 per cent of respondents described air, rail, hire car and grey fleet data as excellent or good (sample sizes 58, 51, 34 and 45 respectively).

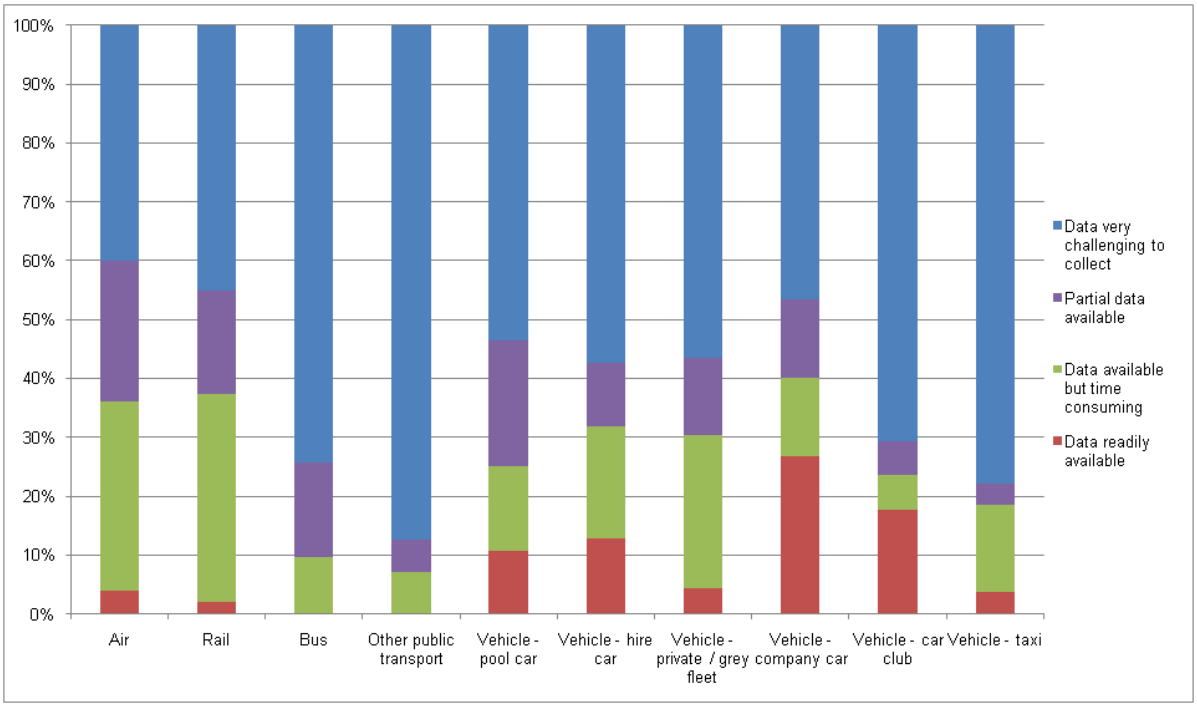
3.24 When data described as average is considered alongside excellent and good data, 80 per cent of respondents believed this described data held on six of the 10 modes of travel.

***HEIs not Currently Calculating Emissions***

3.25 We wanted to understand the ability and appetite of HEIs that were not currently or planning to collect emissions from travel to do so.

3.26 Figure 3.4 shows, as a percentage, the availability of data needed to calculate emissions from different modes of staff business travel. The sample size ranged from 30 to 62 respondents.

**Figure 3.4 Availability of data from HEIs not currently calculating emissions**




3.27 For all modes of travel the majority of respondents felt that data would be very challenging to collect. This ranged from 40 per cent of respondents for air travel emissions (sample size 50) to almost 90 per cent of respondents for other public transport (sample size 56). Between 45 per cent and 55 per cent of respondents felt that emissions from rail travel, pool cars, hire cars, the grey fleet and company cars would be very challenging to collect.

3.28 Less than half of respondents for all modes of travel felt that data was readily available or available but time consuming to collect; 40 per cent of respondents felt this way about calculating emissions from company cars (sample size 30), with 37 per cent for rail (sample size 51) and 36 per cent for air (sample size 50).

**Mode-specific findings**

3.29 Detailed findings by mode of travel are described below. Annex C contains the findings from our survey for each mode of business travel.

***Air Travel***

3.30 Public and private sector organisations regularly include air travel emissions in their emissions inventories. If air travel emissions were outside of HEIs' emissions reporting boundary, the sector would be out of touch with the majority of organisations reporting scope 3 travel emissions.

3.31 A significant proportion of the 111 respondents to this question (71 per cent) were either currently capturing or planning to capture emissions from air travel. This demonstrates HEIs' ability and appetite to capture air travel emissions.

3.32 Of those HEIs currently calculating air travel emissions, only a quarter stated that the data was readily available, while 41 per cent regarded data quality as either excellent or good.

3.33 A quarter of respondents found capturing air travel data to be time consuming or they were only able to capture partial data. Of those respondents not currently capturing data, only a very small percentage (4 per cent) felt that data was readily available, with 40 per cent stating that data would be very hard to collect.

3.34 By offering guidance on how to source and calculate air travel emissions we believe the ability and appetite of respondents will increase. The evidence suggests that most HEIs are willing and able to include emissions from air travel in scope 3 accounts, but there will be challenges for some HEIs.

***Rail Travel***

3.35 Like air travel, many public and private sector organisations regularly include business travel rail emissions in their emissions inventories. If rail travel emissions were outside of HEIs' emissions reporting boundary, then the sector would be out of touch with the majority of organisations that are currently reporting scope 3 travel emissions.

3.36 A significant proportion of the 108 respondents (73 per cent) were either currently capturing or planning to capture emissions from rail travel. This is a positive sign and demonstrates HEIs' ability and appetite to capture rail travel emissions.

3.37 Of those respondents currently collating rail travel emissions data, just over a quarter stated that the data was readily available, but under half (45 per cent) graded data quality as either excellent or good. The remainder (54 per cent) found capturing air travel data to be time consuming or they were only able to capture partial data.

3.38 Of those respondents not capturing rail travel emissions, only a very small percentage (2 per cent) felt that data was readily available, with almost half (45 per cent) stating that data would be very challenging to collect. By offering good practice guidance on how to source and calculate emissions we believe that the ability to collect emissions and data quality will be improved.

3.39 The evidence suggests that HEIs are willing and able to include rail travel in their scope 3 travel inventories, but there may be challenges for some HEIs. HEFCE should also be aware that data may not be complete because of time constraints and limited information.

***Pool Cars***

3.40 Pool cars that are owned by an HEI will be recorded as a scope 1 emission. Pool cars that are leased but considered a wholly owned asset in financial accounting terms, and recorded as such on an organisation's balance sheet, will also be recorded as a scope 1 emission.

3.41 Emissions from pool cars that are leased and not considered as a wholly owned asset in financial accounting terms will be recorded as a scope 3 emission.

3.42 We did not differentiate between scope 1 and scope 3 pool car emissions in this survey because we felt it may create confusion. Our primary focus was identifying whether respondents were capturing emissions from pool cars.

3.43 It is commonplace for organisations in the public and private sectors to report scope 3 emissions from vehicles that they lease and use for business purposes. If HEIs were to exclude any form of

travel emissions from vehicles used for business purposes from their emissions inventory, then the sector would be out of touch with the majority of organisations that report scope 3 travel emissions.

3.44 We would have expected that the majority of respondents would already be capturing emissions from pool vehicles and have robust management information systems. This is because EMS data definition D38c states that HEIs should include emissions from fuel used in owned and leased vehicles.

3.45 We found, however, that under half of respondents (40 per cent) were either currently or planning to capture pool car emissions. Of those HEIs that were capturing pool car emissions, half (50 per cent) stated that the data was readily available, with only a small number (3 per cent) describing data as very challenging to collect. The majority (65 per cent) believed that their pool car data was excellent or good.

3.46 These findings contrast sharply with those HEIs that were not currently collecting emissions from pool vehicles. Over half (54 per cent) felt that data would be very challenging to collect, with only 10 per cent stating that the data was readily available. The Council should note that it appears the majority of HEIs are not currently collating their pool car emissions, despite the EMS requesting this information.

3.47 The Council should also note that while the majority of HEIs are calculating emissions, over half of those not currently collating information felt that data would be very challenging to collect. It is recognised as good practice to report emissions from pool cars in the public sector and HEIs should seek to mirror reporting practices in the public and private sectors.

***Hire Cars***

3.48 It is commonplace for organisations in the public and private sectors to report scope 3 emissions from hire vehicles. When compared to business travel by air, rail and pool car there was a marked fall in the number of respondents collating hire car emissions. Just under half (45 per cent) were currently or planning to capture hire car emissions.

3.49 Of those respondents that were capturing hire car emissions data, just over a third stated that the data was readily available (36 per cent), with a small minority (7 per cent) describing emissions data as very challenging to collect. Approximately half felt that their pool car data was excellent or good.

3.50 These findings contrast sharply with those respondents that were not currently collecting emissions data from hire vehicles. Almost 60 per cent of respondents felt that data would be very challenging to collect, with only 10 per cent stating that the data was readily available.

3.51 Respondents currently or planning to collate emissions are in the minority and requests to calculate hire car emissions could be challenging for many HEIs. We believe, however, that with the provision of guidance on how to collect hire car emissions data, and improvements to supplier and internal management information systems, data availability and quality could be improved.

***Grey Fleet***

3.52 The term grey fleet is commonly used to describe individuals who use their own vehicles for business purposes and are reimbursed by an organisation. Again, grey fleet vehicles are commonly included in public and private sector emissions reporting.

3.53 It appears that the ability and appetite of HEIs to capture emissions is reasonable, and is similar to that for air, rail and pool cars.

3.54 Over half of respondents (55 per cent) were currently or planning to capture grey fleet emissions. Of these, just under a third stated that the data was readily available, with a small minority (16 per cent) describing data as very challenging to collect. Only 20 per cent, however, felt that their grey fleet car data was excellent or good.

3.55 These findings contrast sharply with those that were not currently or planning to collect emissions from the grey fleet. Over half of institutions felt that data would be very challenging to collect (56 per cent), with under 5 per cent stating that the data was readily available.

3.56 We understand that many HEIs are not able to identify distance travelled or financial expenditure on grey fleet vehicles. We believe this is why a significant number of HEIs believe that capturing grey fleet emissions will be very challenging.

3.57 By providing good practice guidance to HEIs on how to source grey fleet data we are confident that many respondents will be able to capture grey fleet emissions. The Council, however, should bear in mind concerns over data completeness and quality.

***Company Cars***

3.58 Company cars will only be classified as scope 3 emissions if the car is leased by the HEI and not considered as a wholly owned asset in financial accounting terms.

3.59 The dataset for company cars is apparently the best of any mode of staff business travel and demonstrates that HEIs have the ability and appetite to capture emissions from this mode of travel. Just over half (55 per cent) of respondents were currently or planning to capture company car emissions. Of these, 43 per cent stated that the data was readily available, with only a small number (10 per cent) describing data as very challenging to collect.

3.60 Two thirds (66 per cent) believed that their company car data was excellent or good. Of those not currently collecting emissions data from company cars, a quarter (26 per cent) felt that emissions data was readily available, although almost half felt that emissions data would be very challenging to collect.

3.61 The majority of public and private sector organisations include emissions from company cars in their carbon inventory, irrespective of whether emissions are classed as scope 1 or scope 3. HEIs should mirror this and report emissions from company cars.

***Car Club***

3.62 There appears to be very little interest and activity around calculating emissions from car clubs. Only 15 per cent of respondents (sample size 34) were currently or planning to capture emissions from car clubs. Of those collecting the data, a third (33 per cent) found that information was readily available, with a fifth (22 per cent) stating that data was very challenging to collect.

3.63 Of those respondents not currently collecting car club emissions data, 70 per cent described collecting the data as very challenging and only a fifth (17 per cent) felt that data was readily available.

3.64 The inclusion of car clubs in an HEI's emissions reporting boundary could be a challenge for many HEIs. As a relatively new mode of transport there is very little guidance in the public sector on

whether emissions from car clubs should be included in emissions reports, and even less evidence of activity in the private sector.

3.65 We believe that this source of emissions should be included in an HEI's emissions reporting boundary. Car clubs are used for business purposes and are no different, as a source of emissions, than emissions generated from the use of pool, hire or company vehicles.

***Taxi***

3.66 Less than 4 in 10 respondents (37 per cent) were currently or planning to collect emissions from taxis and, of these, less than 20 per cent found that information was readily available. It appears that the ability and appetite to report emissions from taxis is very low among HEIs.

3.67 Of those not collating taxi emissions, almost 80 per cent felt that the data was very challenging to collect, with only 15 per cent stating that information was readily available. We understand that public sector organisations find calculating emissions from taxi travel very challenging, but are nevertheless required to source and report emissions from taxis. HEIs will experience the same difficulties as others, but should be encouraged to report taxi emissions.

***Bus***

3.68 Buses are another very challenging mode from which to calculate emissions, and this was confirmed by respondents. Around half of respondents were currently or planning to collate bus emissions, but only 16 per cent found that information was readily available.

3.69 Of those not collating bus emissions, three quarters felt that the data was very challenging to collect, with no respondents stating that information was readily available.

3.70 We understand that public sector bodies find this category especially challenging and there is only limited evidence of reporting. HEIs will experience similar challenges, but including emissions from buses in an emissions reporting boundary will show leadership.

***Other Travel***

3.71 We asked respondents a catch-all question about other modes of business travel. This could include travel by ferry, underground, tram or light rail. These modes of business travel, like bus travel, are very challenging for organisations to collate.

3.72 Around a third of respondents were currently or planning to collate emissions from other modes of travel, but only 5 per cent found that information was readily available. Of those not collating emissions from other modes of travel, almost 9 out of 10 (88 per cent) felt that the data was very challenging to collect, with no respondents stating that information was readily available. Again, HEIs have a potential to show leadership in emissions reporting by including other modes of travel.

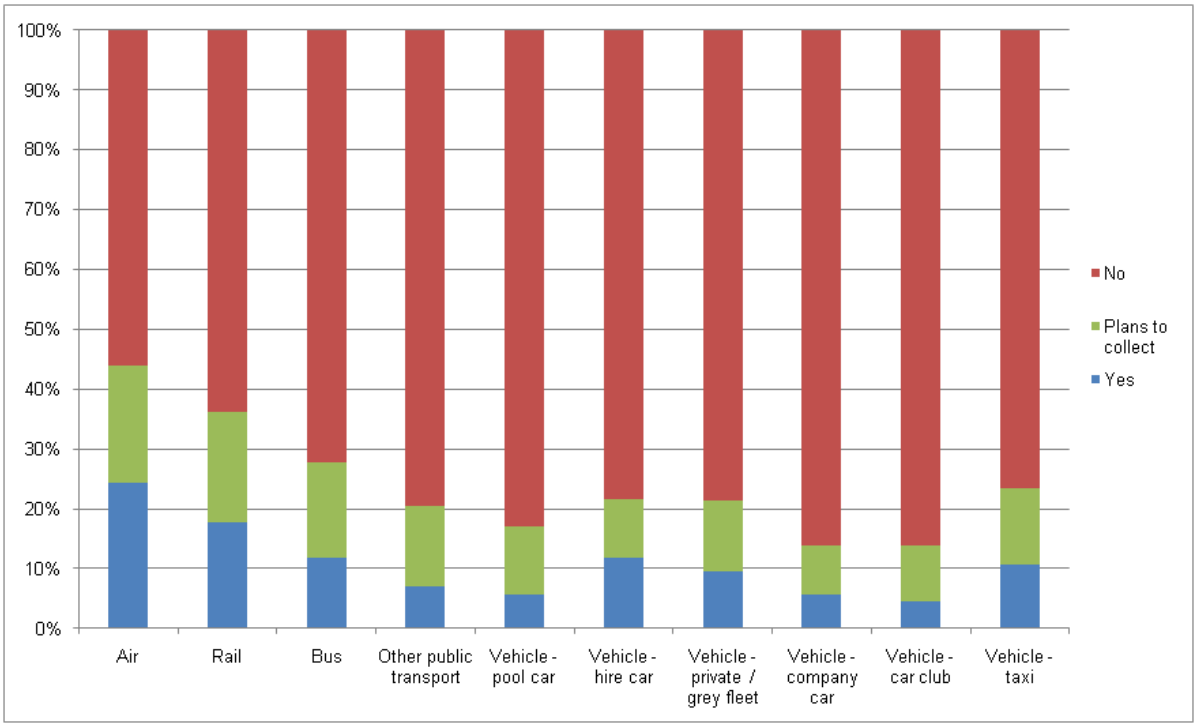
**Student Business Travel**

3.73 In our survey of HEIs we described student business travel as travel that *"could include students travelling to fulfil course requirements and/or participation in exchange programmes".*

***Overview***

3.74 Figure 3.5 shows, as a percentage, the number of HEIs currently calculating emissions from different modes of student business travel, those that are planning to collect emissions and those that are not currently calculating emissions. The sample size ranged from 87 to 107.

**Figure 3.5 HEIs calculating emissions for student business travel**




3.75 The majority of respondents, for all modes of travel, had no plans to collect emissions from student business travel. This ranged from around 80 per cent of respondents for seven modes of travel (taxi, car club, company car, grey fleet, hire car, pool car and other public transport) over 70 per cent for one mode of travel (bus) and around 60 per cent for two modes of travel (air and rail).

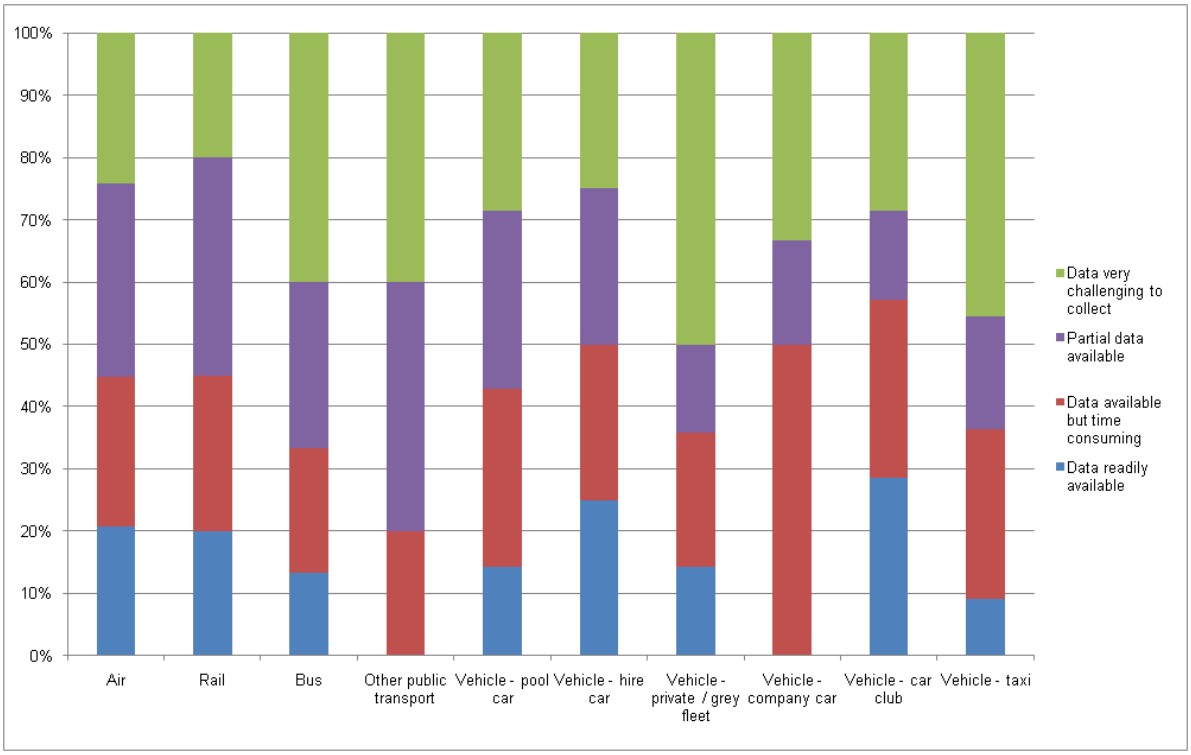
3.76 Just under a quarter of respondents were currently calculating emissions from air travel (sample size 26), with just under a fifth reporting emissions from rail travel (sample size 18). For the remaining modes of travel around 10 per cent or less of respondents were currently calculating emissions.

***Ability to Calculate Emissions***

3.77 Respondents currently or planning to collect emissions were asked whether data was readily available, was available but time consuming to collect, if partial data was available, or whether data was challenging to collect. The sample size ranged from 6 to 29 respondents.

3.78 Figure 3.6 shows our findings.

**Figure 3.6 Availability of Data**



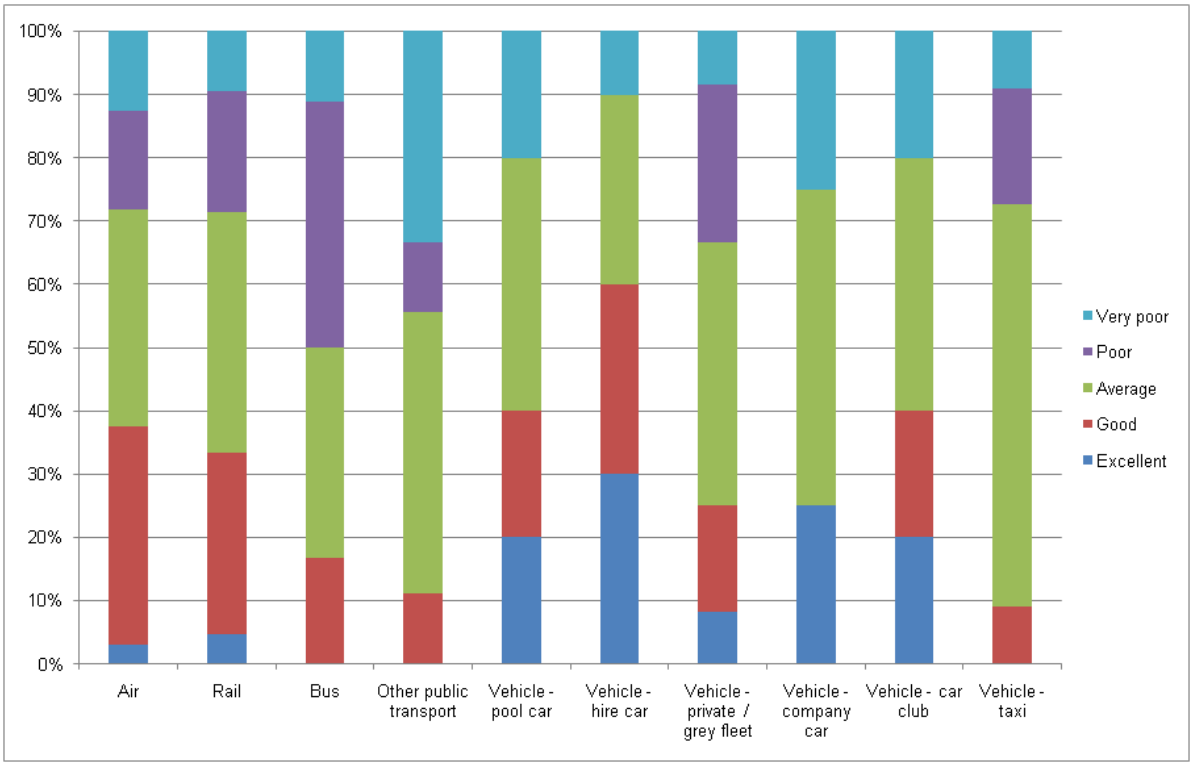

3.79 Generally, the majority of respondents described data as being very challenging to collect or that only partial data was available. For most modes, between 0 and 20% of respondents considered that data was readily available; the exception being hire car and car club, where 25% and 29% of respondents respectively reported that data was readily available.

***Data Quality***

3.80 Those respondents that were calculating emissions or planning to do so were asked about the quality of the data. They were asked whether data was excellent, good, average, poor or very poor. The sample size ranged from 4 to 32 respondents.

3.81 Figure 3.7 shows our findings.

**Figure 3.7 Quality of data**



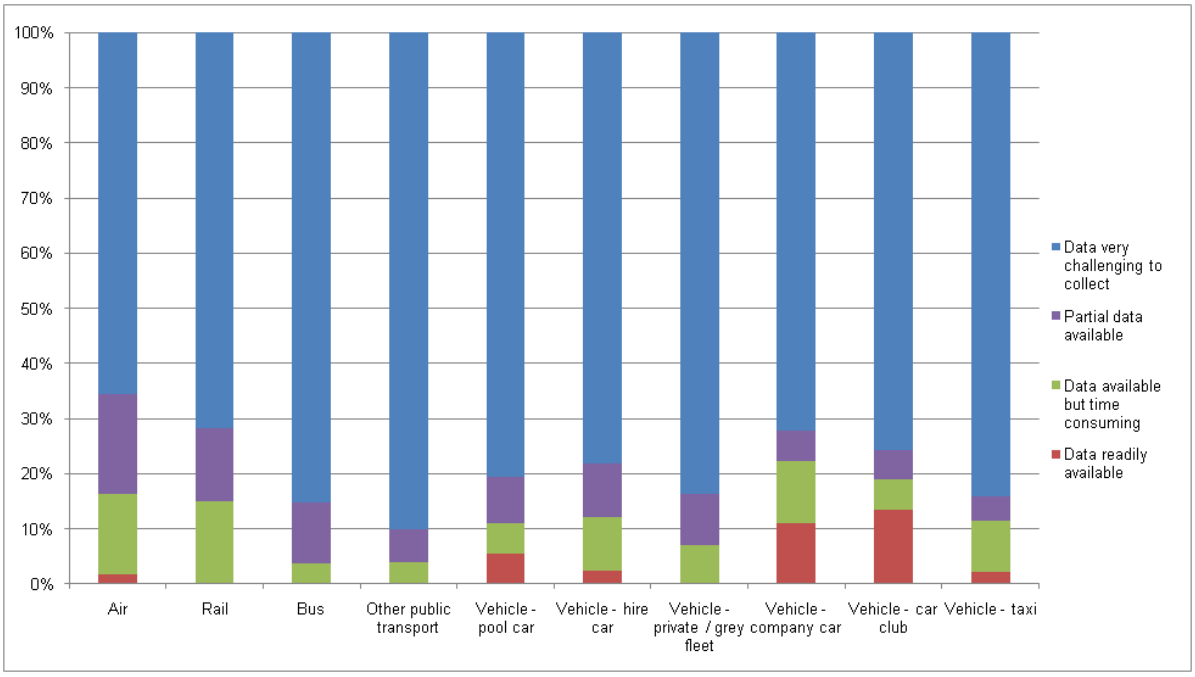

3.82 For the majority of travel modes, over 50 per cent of survey respondents described data as average, poor or very poor (sample size from 3 to 20). The one highlight was hire cars where 60 per cent of respondents described data quality as either excellent or good (sample size 6).

***HEIs not Currently Calculating Emissions***

3.83 We wanted to understand the ability and appetite of those respondents not currently calculating emissions to do so.

3.84 Figure 3.8 shows, as a percentage, the availability of data needed to calculate emission from different modes of student business travel. The sample size ranged from 36 to 55 respondents.

**Figure 3.8 Ability of those HEIs not calculating emissions to do so**




3.85 For all modes of travel the majority of respondents felt that data would be very challenging to collect. This ranged from 65 per cent of respondents for air travel emissions (sample size 36) to almost 90 per cent of respondents for other public transport (sample size 45). Between 65 per cent and 85 per cent of respondents felt that emissions from bus, pool cars, hire cars, the grey fleet, company cars and taxis would be very challenging to collect.

**Mode-specific findings**

3.86 Detailed findings by mode of travel are described below. Further information on each mode of travel can be seen in Annex D.

***Air***

3.87 Under half of respondents (45 per cent) were currently or planning to calculate emissions from air travel, with only a fifth (21 per cent) of those describing data as being readily available and only just over a third (37 per cent) describing their dataset as excellent or good.

3.88 Of those respondents not currently collating emissions, almost two thirds (66 per cent) thought that data would be very challenging to collect. This suggests that including emissions from air travel used by students when travelling on business in an institution's reporting boundary will be difficult for many HEIs.

***Rail***

3.89 As with air travel there appears to be little appetite or ability to calculate emissions associated with rail travel. Only a third of respondents (36 per cent) were currently or planning to calculate emissions, with only a fifth (20 per cent) describing data as readily available.

3.90 Of those HEIs not currently calculating student rail travel emissions, no respondents felt that data was readily available and over two thirds (71 per cent) felt that calculating emissions would be very challenging. This indicates that emissions from rail travel will be very hard for HEIs to calculate.

***Pool Cars***

3.91 On occasions a student may use a pool car for their studies. As explained earlier, we did not differentiate between scope 1 and scope 3 pool car emissions as our focus was on data availability and quality. The survey showed that under a fifth (17 per cent) of survey respondents were currently gathering or planning to capture emissions data related to pool car use by students.

3.92 Four fifths (81 per cent) of respondents not currently calculating emissions stated that this data would be very challenging to collect. This again demonstrates the difficulties HEIs will experience if student business travel is included in an HEI's emissions reporting boundary.

***Hire Cars***

3.93 There are more respondents currently or planning to collect hire car emissions than almost any other mode of vehicle business travel by students. Nevertheless, only a fifth (22 per cent) of respondents currently calculated emissions from hire cars.

3.94 Four fifths (78 per cent) of respondents not currently calculating emissions stated that data would be very challenging to collect. This suggests that emissions from hire cars should be excluded from HEIs' emissions reporting boundary.

***Car Club***

3.95 There appears to be very little appetite to report emissions from vehicles used by students to travel on business. Car club reporting mirrors this trend. Slightly over a tenth (14 per cent) of survey respondents were currently calculating emissions from this source.

3.96 Three quarters (76 per cent) of respondents not currently calculating emissions felt that data would be very challenging to source. This suggests that emissions from car clubs should be excluded from HEIs' emissions reporting boundary.

***Grey Fleet***

3.97 A fifth (21 per cent) of HEIs were currently or planning to collate emissions from grey fleet business travel by students (sample size 20). However, over four fifths (84 per cent) of respondents not currently collecting emissions data from this source felt that it would be very challenging to collect.

3.98 The respondents' view on the availability of emissions data for grey fleet vehicles again emphasises the difficulties that calculating emissions from student business travel in such vehicles presents.

***Taxi***

3.99 Almost a quarter of respondents (23 per cent) were currently or planning to report emissions from taxis. Over four fifths (84 per cent) of respondents not currently calculating emissions stated that data would be very challenging to collect. Calculating taxi emissions from student use of taxis on business travel would appear to be too difficult for the majority of HEIs.

***Bus***

3.100 Just over a quarter (27 per cent) of respondents were currently or planning to report emissions from buses, but only slightly over a tenth (13 per cent) felt that information was readily available.

3.101 Of those not calculating emissions, over four fifths (83 per cent) felt that data was very challenging to collect. No respondents felt that data was readily available.

3.102 This indicates that it may be very difficult for many HEIs to collect emissions data from travel by bus.

***Other Travel***

3.103 A fifth of respondents were reporting emissions from other modes of travel, with no respondents describing data as being readily available. Of those respondents not collecting information from other types of travel, 90 per cent felt that data would be very challenging to source.

3.104 This suggests that it may be extremely challenging for many HEIs to collect emissions data from these sources of travel.

## Commuter Travel

3.105 We asked HEIs about staff and student commuter travel.

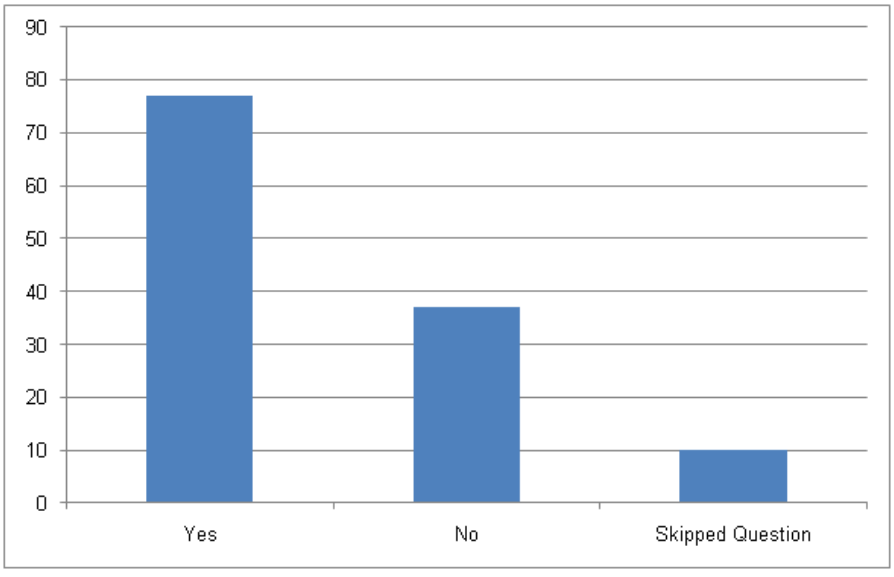
3.106 We described staff as both academic and support staff, and the commute as the journey from their home to their place of work. We described student commute as travel from a student's term-time address to the institution.

3.107 We also asked about student travel to and from their term-time residence to their home address.

**Academic and Support Staff**

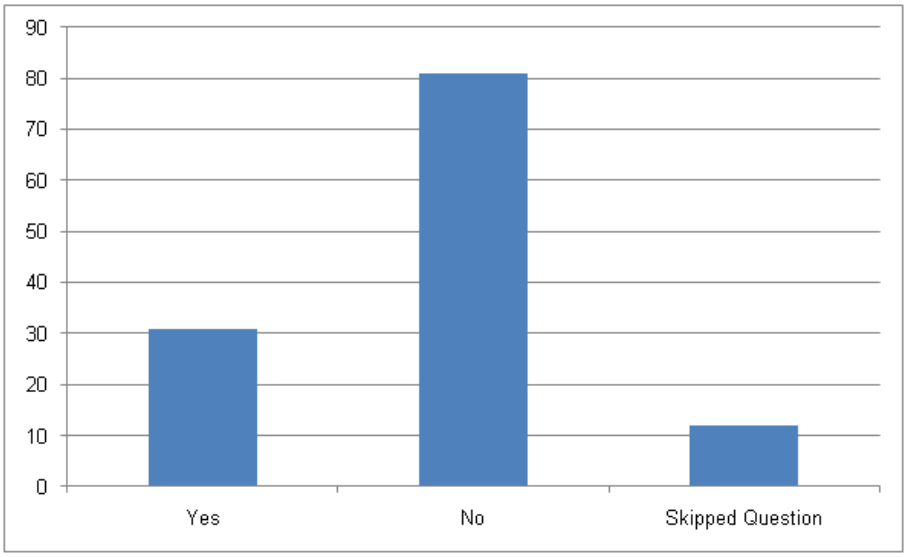
3.108 We asked if information was being collected on staff commuting patterns. Figure 3.9 shows our findings.

**Figure 3.9 HEIs collecting information on staff commuting (number of respondents)**




3.109 Around two thirds of 114 respondents were collating information on academic and support staff commuter travel. We then asked if emissions associated with staff commuting were being calculated. Figure 3.10 shows our findings.

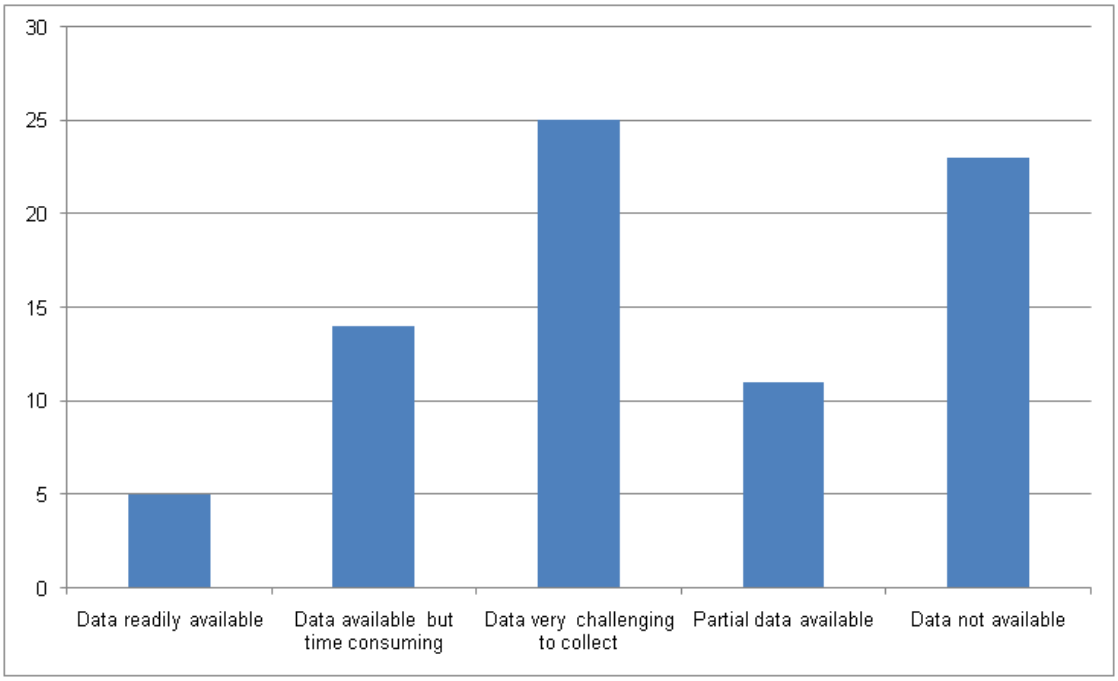
**Figure 3.10 HEIs calculating emissions from staff commuting (number of respondents)**




3.110 Around a quarter of 112 respondents were calculating emissions from staff commuter travel. We asked for information on how HEIs were calculating emissions. Those who responded explained that they were using a travel survey to generate information and calculate emissions.

3.111 We then asked those respondents who were not calculating emissions from staff commuting about the availability of data to capture emissions. Figure 3.11 shows our findings.

**Figure 3.10 Availability of data to calculate emissions (number of respondents)**

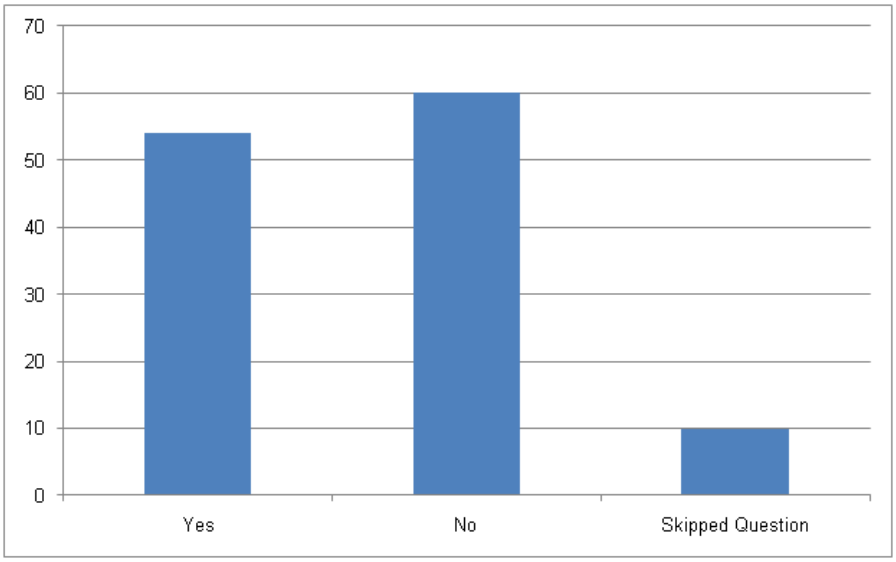


3.112 Only 6 per cent of 78 respondents felt that data to calculate emissions related to staff commuting was readily available; 32 per cent of respondents felt that data would be very challenging to collect, with a similar percentage (29 per cent) describing data as not available; 46 respondents skipped this question.

**Student Commute**

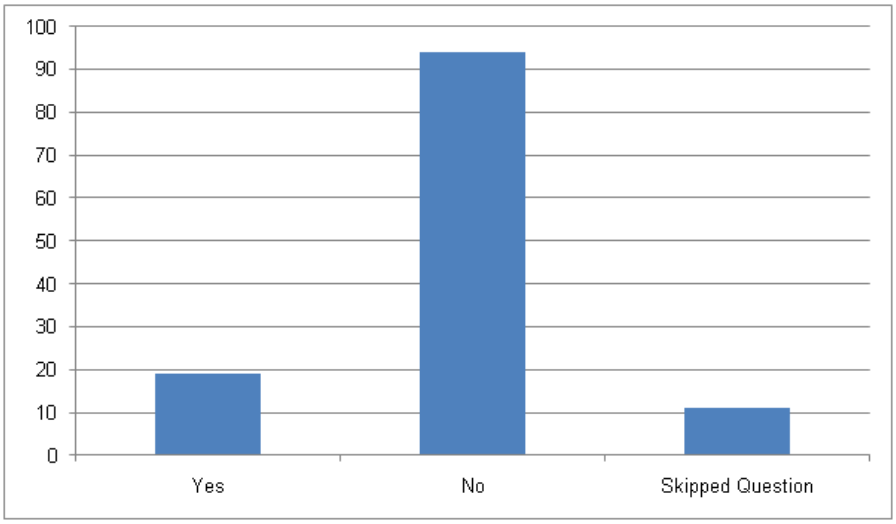
3.113 We asked if information was being collected on student commuting patterns. Figure 3.12 shows our findings.

**Figure 3.11 HEIs collecting information on student commute (number of respondents)**




3.114 Under half of 114 respondents were collating information on student commuter travel. We then asked if emissions associated with student commuting were being calculated. Figure 3.13 shows our findings.

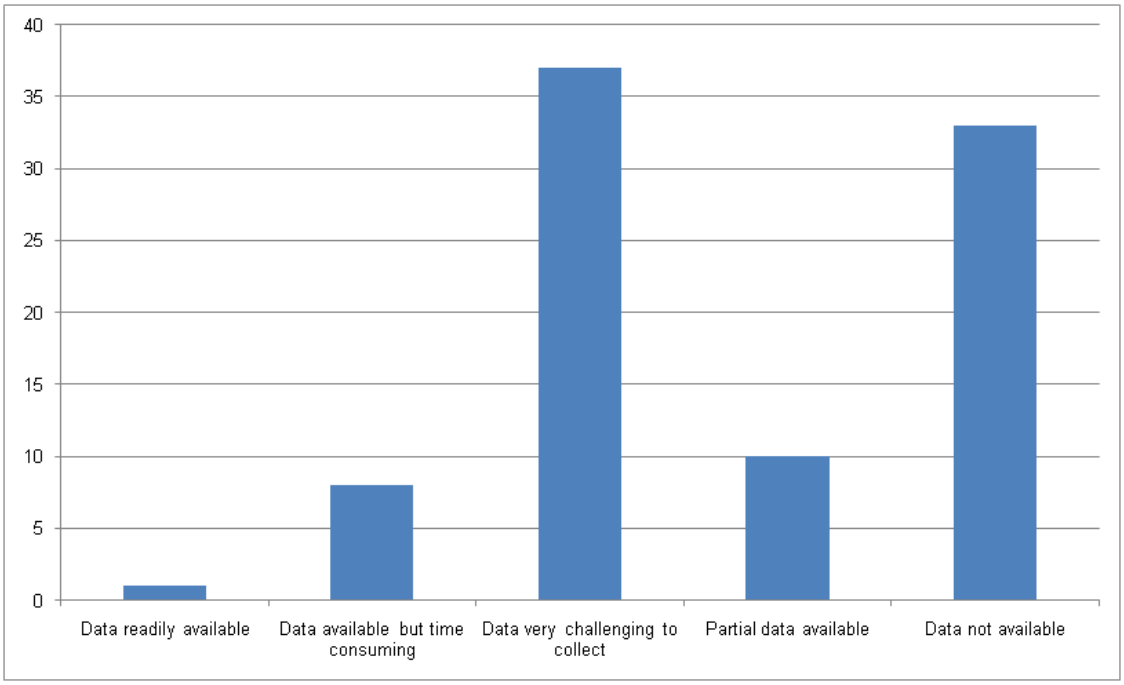
**Figure 3.12 HEIs calculating emissions from student commute (number of respondents)**




3.115 Around 15 per cent of 113 respondents were calculating emissions from student commuter travel. We asked for information on how HEIs were calculating emissions. Those who responded explained that a travel survey was being used to generate travel information and then calculate emissions.

3.116 We then asked those HEIs that were not calculating emissions about the availability of data to capture emissions. Figure 3.14 shows our findings.

**Figure 3.13 HEIs not calculating emissions, availability of data (number of respondents)**



3.117 Only 1 per cent of 89 respondents felt that data to calculate emissions from this source was readily available; 42 per cent of respondents felt that data would be very challenging to collect, with a similar percentage (37 per cent) describing data as not available; 35 respondents skipped this question.

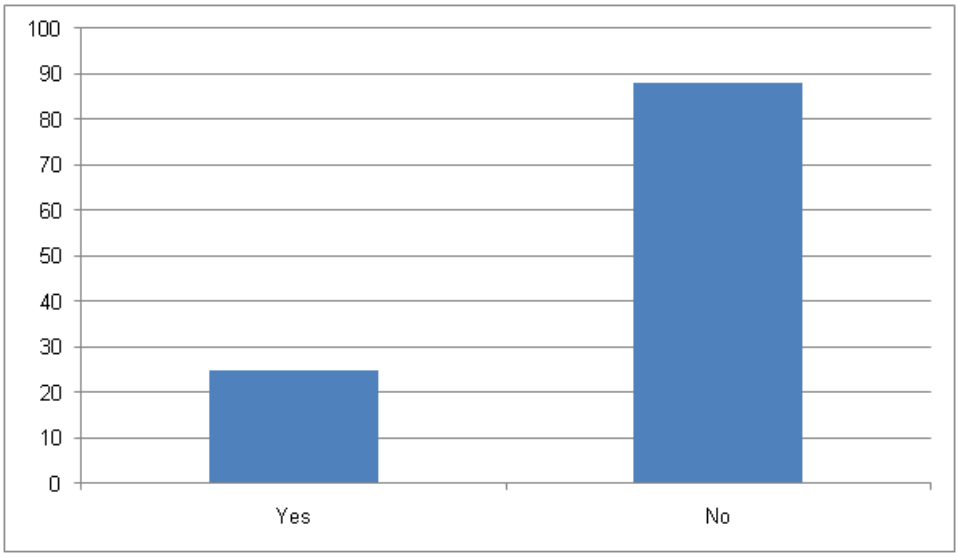
**Student Home Travel**

3.118 We asked HEIs about whether emissions data is available for students travelling to/from their HEI residence to their home address (including domestic students travelling from their term-time address to their home address, as well as international students travelling to/from their home country).

***Domestic Students***

3.119 Figure 3.15 shows the number of respondents currently capturing information about domestic student travel from their HEI residence to their home address.

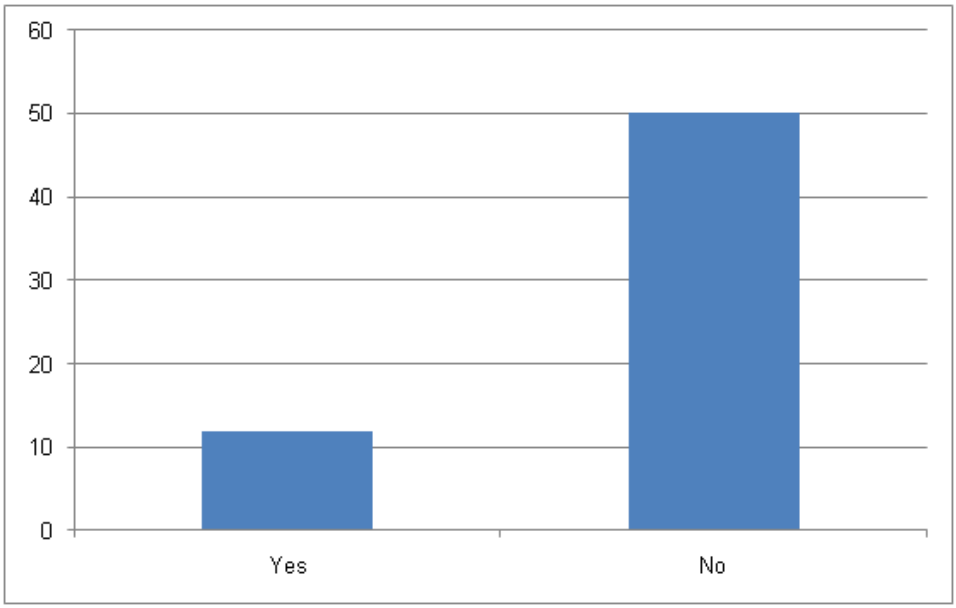
**Figure 3.14 HEIs collecting information on domestic students' travel to their home address (number of respondents)**




3.120 Almost four fifths (78 per cent) of 113 respondents did not collect information on domestic students' travel from their HEI residence to their home address. We then asked about whether travel emissions from domestic students were being calculated.

3.121 Our findings can be seen in Figure 3.16.

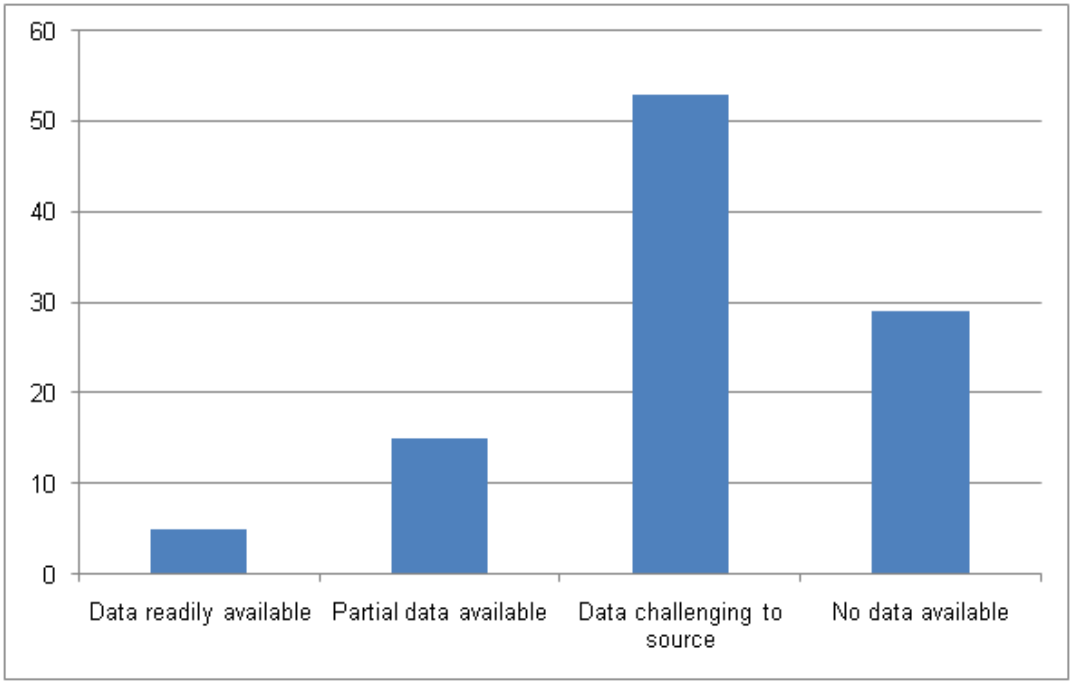
**Figure 3.15 HEIs calculating emissions from domestic students' travel to their home address (number of respondents)**




3.122 Fourth fifths (81 per cent) of 62 respondents were not calculating emissions; 61 respondents skipped this question. We then asked those HEIs that were not calculating emissions from domestic students' travel from their HEI residence to their home address about the availability of data to capture emissions.

3.123 Our findings can be seen in Figure 3.17.

**Figure 3.16 Availability of information for domestic students (number of respondents)**



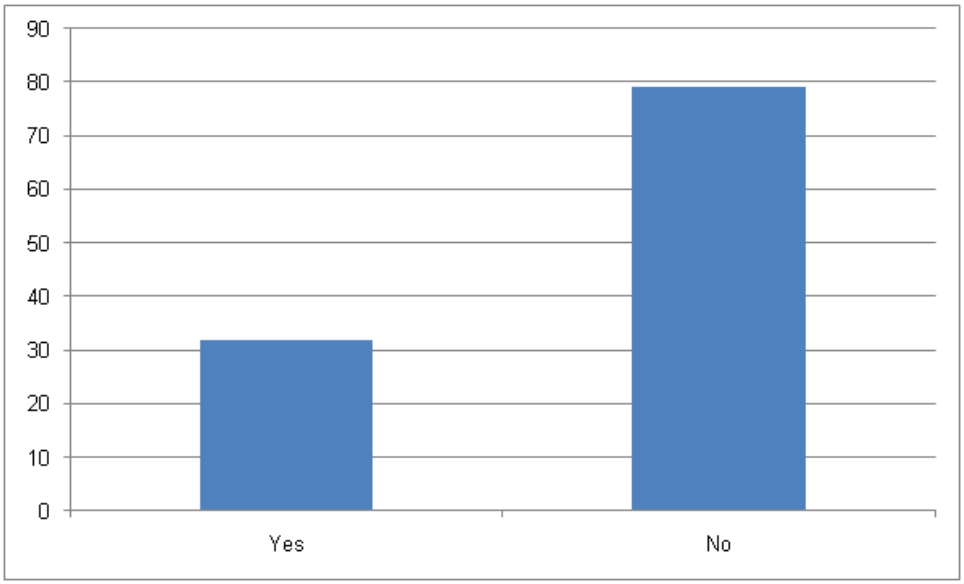
3.124 Only 5 per cent of 102 respondents felt that data to calculate emissions was readily available; 52 per cent of respondents felt that data would be very challenging to collect, with 28 per cent describing data as not available; 21 respondents skipped this question.

***International Students***

3.125 We asked the same questions about emissions associated with the travels of international students.

3.126 The number of respondents who were collecting information about international students' travel from their HEI residence to their home address is shown in Figure 3.18.

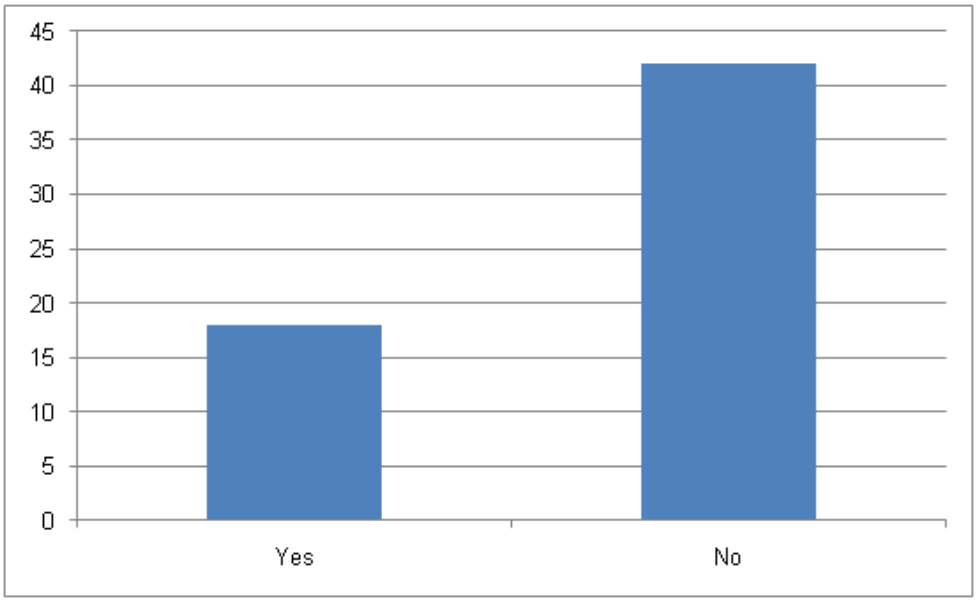
**Figure 3.17 HEIs collecting information on international students' travel to their home address (number of respondents)**




3.127 Over 70 per cent of 111 respondents did not collect information on international students' travel from their HEI residence to their home address.

3.128 We then asked about whether travel emissions from international students were being calculated. Our findings are shown in Figure 3.19.

**Figure 3.18 HEIs calculating emissions from international students' travel to their home address (number of respondents)**

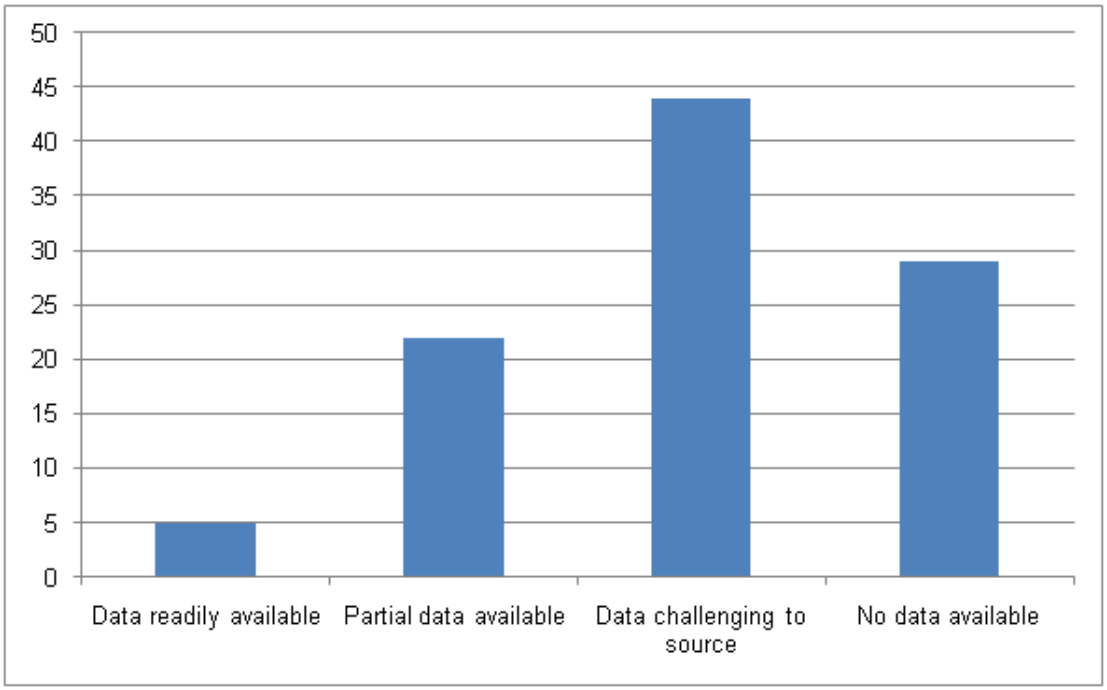



3.129 Of 60 respondents, 70 per cent did not collect information on emissions from international students' travel from their HEI residence to their home address.

3.130 We then asked those HEIs who were not calculating emissions from international students' travel from their HEI residence to their home address about the availability of data to capture emissions.

3.131 Figure 3.20 summarises the availability of information for international students.

**Figure 3.19 Availability of information for international students (number of respondents)**




3.132 Very few respondents felt that data was readily available, with the vast majority describing data as very challenging to collect; 21 respondents skipped this question.

# 4 Findings: Proposed HEI Emission Reporting Boundary and EMS Data Definitions

4.1 Using the findings from the first online survey and series of stakeholder workshops, we re-defined the different types of travel used by HEIs.

4.2 We assessed each travel definition against the assessment criteria explained in Section 2 of this report. This assessment included a review against:

- The GHG Protocol's five core principles of carbon accounting;
- DECC and Defra guidance on significant scope 3 emissions;
- Best practice scope 3 travel reporting in the public and private sectors;
- The ability of HEIs to capture emissions data; and
- The appetite of HEIs to capture emissions data.

4.3 This process enabled us to make an informed and evidence-based recommendation to the Council on whether emissions from certain types and modes of travel should be included within HEIs' emissions reporting boundary and proposed EMS data definitions.

4.4 We were also able to provide the Council with guidance on whether emissions reporting should be considered as mandatory or optional.

**Testing our Recommendations**

4.5 We issued a second online survey to test our draft recommendations. We asked respondents to agree or disagree with our recommendations and offer comments; 29 HEIs responded to this survey.

4.6 The survey had the following categories of travel;

- Business travel;
- Commuter travel; and
- Other travel.

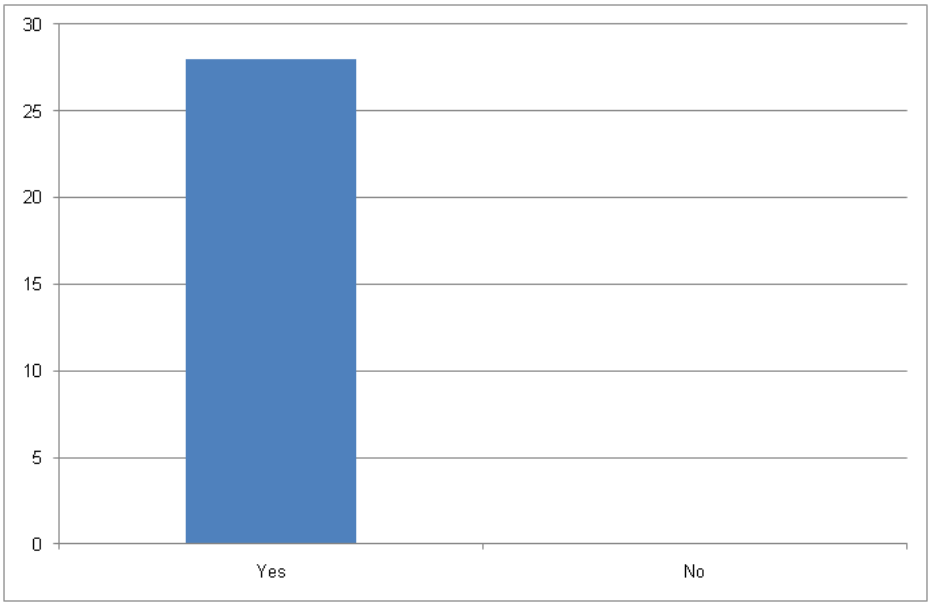
## Business Travel

4.7 We asked whether business travel should be included in HEIs' emissions reporting boundary and proposed EMS data definitions.

*We recommend that emissions from business travel are included within an institution's emissions reporting boundary and as a data item within the EMS. This is because many public and private sector organisations are already reporting their business travel emissions to stakeholders, and international and national emissions reporting protocols/guidance documents refer to business travel as a relevant and important source of emissions.*

4.8 The response to our recommendation is shown in Figure 4.1.

**Figure 4.1 Do you agree with the recommendation?**




4.9 All respondents agreed with our recommendation.

4.10 ***Consequently, we recommend*** *that business travel is included in HEIs' emissions reporting boundary and proposed EMS data definitions.*

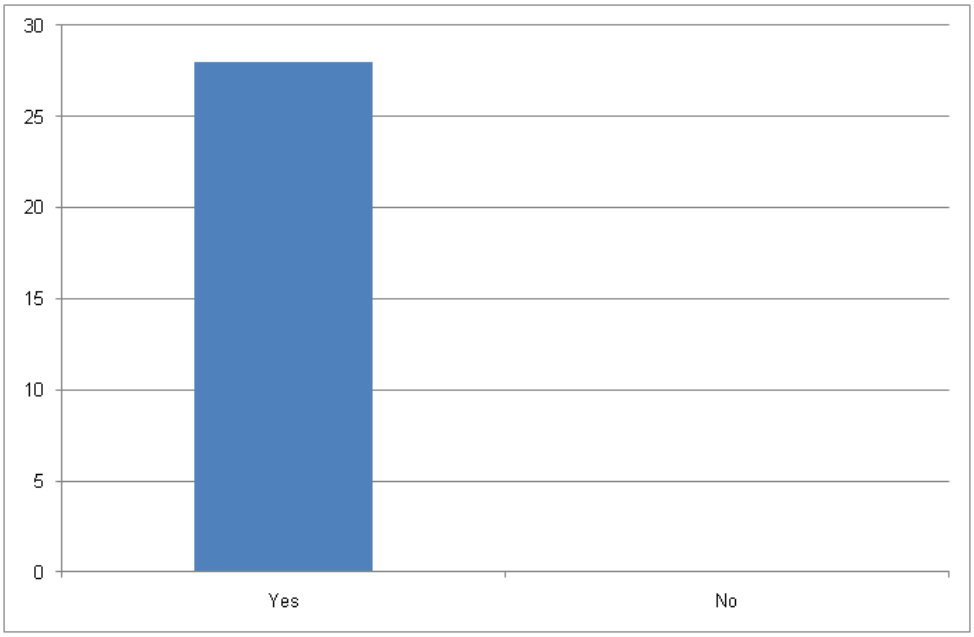
**Institutional Business Travel**

4.11 We defined institutional business travel as follows and asked whether it should be included in an HEI's emissions reporting boundary and proposed EMS data definitions.

*This is business travel that is PAID FOR by an institution and could include travel by academics, support staff and students. For example, this could include academics and support staff travelling to conferences and events or to meet with suppliers, or students travelling to fulfil course requirements. We recommend that institutions include emissions from this type of business travel as other organisations, in both public and private sectors, are already reporting emissions from business travel that they pay for.*

4.12 The response to our recommendation is shown in Figure 4.2.

**Figure 4.2 Do you agree with the recommendation?**




4.13 Again, all respondents agreed with our recommendation.

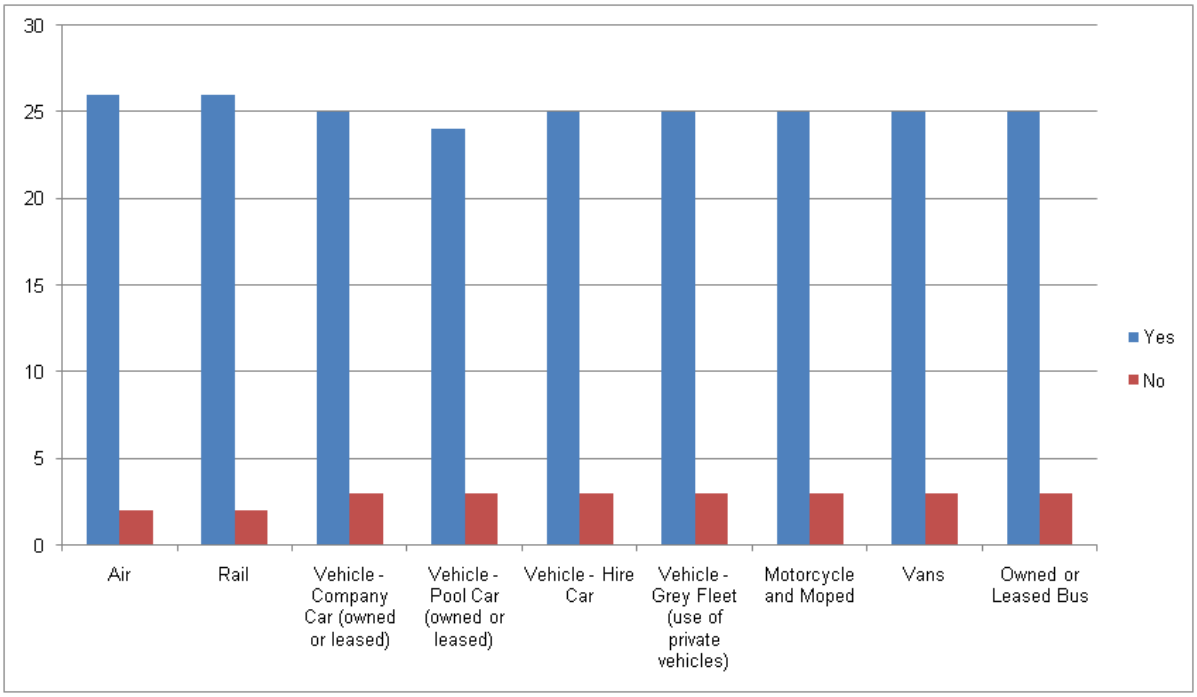
4.14 ***Therefore, we recommend*** *that institutional business travel is included in HEIs' emissions reporting boundary and proposed EMS data definitions.*

4.15 We then identified the modes of institutional business travel which we believed should be classed as mandatory, and would have to be reported by HEIs in their EMS returns.

*We recommend that the following modes of institutional business travel should be included as MANDATORY data items in the EMS. This is because our research has shown that these modes of business travel could represent a significant percentage of an institution's total business travel emissions, and that institutions have the ability to calculate emissions from these modes of travel both effectively and efficiently.*

4.16 The response to our recommendation is shown in Figure 4.3.

**Figure 4.3 Do you agree with the recommendation?**




4.17 For all modes of institutional business travel around 90 per cent of respondents agreed with our recommendations.

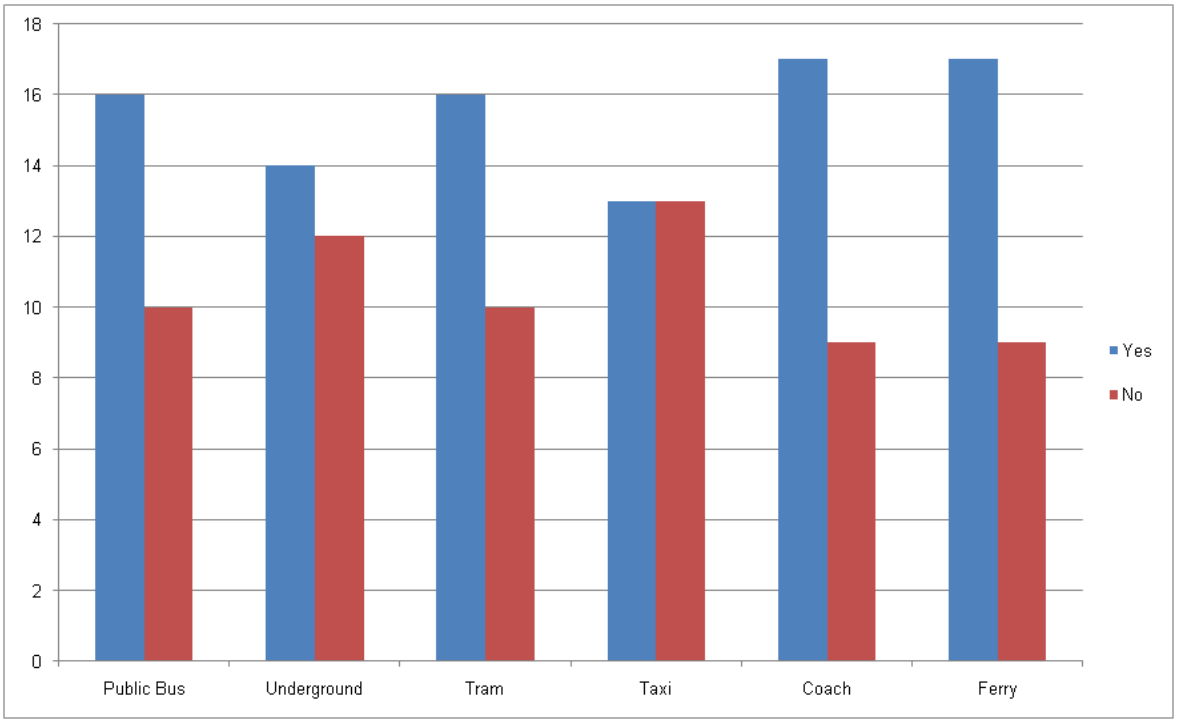
4.18 ***As a result, we recommend*** *that these modes of institutional business travel are classed as mandatory in EMS reporting.*

4.19 We then identified the modes of institutional business travel that we believed should be classed as optional in EMS reporting.

*We recommend that the following modes of institutional business travel should be included as OPTIONAL data items in the EMS. This is because our research has shown that these modes of travel represent a small percentage of an institution's total business travel emissions, and that many institutions do not have sufficiently robust data sources to enable efficient or effective emissions calculation.*

4.20 The response to our recommendation is shown in Figure 4.4.

**Figure 4.4 Do you agree with the recommendation?**




4.21 There was a more divided response to these recommendations. Around two thirds of respondents agreed that coach and ferry travel should be optional, and 60 per cent felt the same way about public bus and tram. Slightly over 50 per cent agreed that emissions from travel by underground should be optional, while there was an even split on emissions from taxi travel.

4.22 Respondents that offered explanations for disagreeing with our recommendation stated that these modes of travel should be mandatory, while a similar number of respondents (who may have agreed or disagreed with our recommendation) explained that sourcing information needed to calculate emissions for these modes of travel was too difficult and they should be excluded from reporting.

4.23 The clear divide in opinion among respondents supports our recommendation that emissions from these modes of travel should be optional. Some respondents believed that they had the requisite information to calculate emissions, while others had neither the ability, nor (currently, at least) the appetite to do so.

4.24 ***We recommend*** *that these modes of institutional business travel should be classed as optional for HEIs' emission reporting boundary and proposed EMS data definitions.*

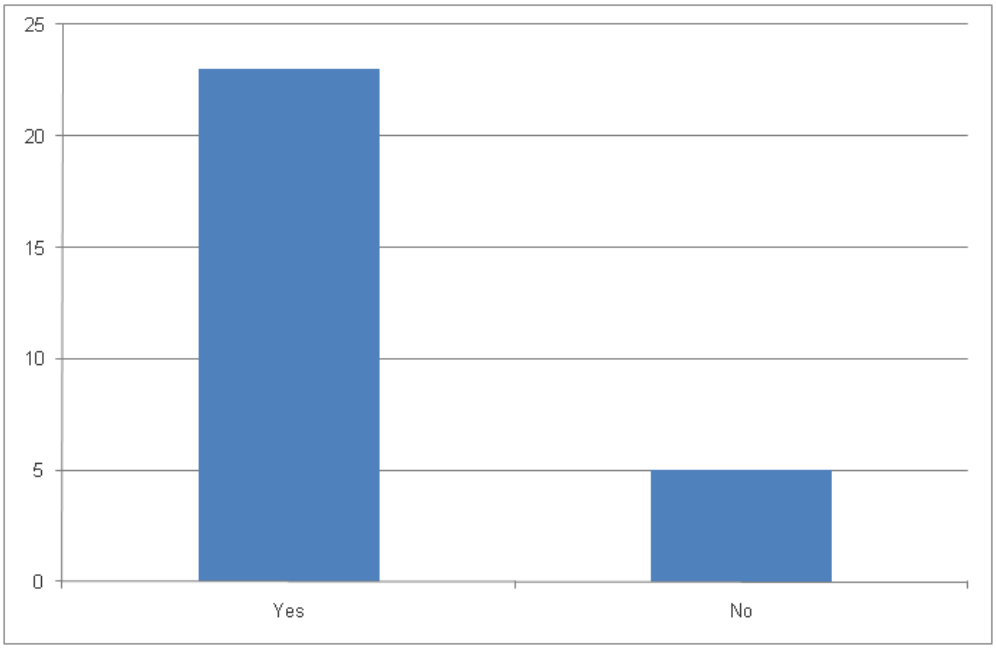
**Student Business Travel**

4.25 We then asked about student business travel that was undertaken to fulfil course requirements, but was not reimbursed by an HEI. We described student business travel as follows and made a recommendation.

*This is travel undertaken by students to fulfil course requirements but is NOT RE-IMBURSED by the institution. We recommend that student business travel is NOT INCLUDED within an institution's emissions reporting boundary or in the EMS. This is because sourcing the information needed to calculate emissions from student business travel is currently too challenging for most institutions.*

4.26 The response to our recommendation is shown in Figure 4.5.

**Figure 4.5 Do you agree with the recommendation?**




4.27 Almost 85 per cent of respondents agreed with our recommendation.

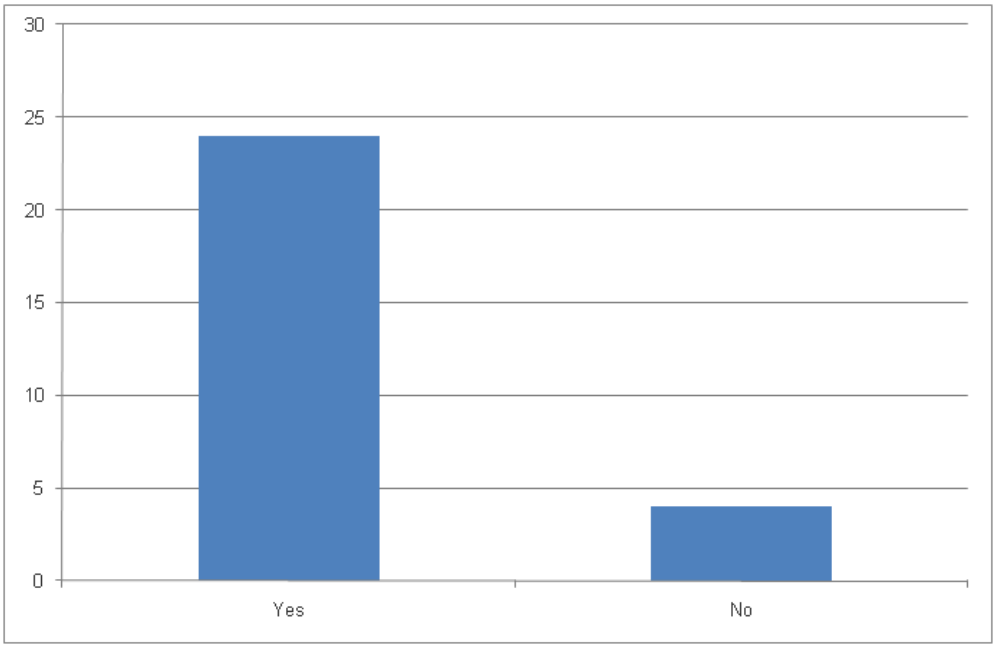
4.28 ***Therefore, we recommend that*** *student business travel is excluded from HEIs' emissions reporting boundary and proposed EMS data definitions.*

**Staff and Student Exchange Business Travel**

*We recommend that staff and students participating in exchange programmes at other institutions or on industry placements should NOT BE INCLUDED in the institution's emissions reporting boundary or the EMS. We believe that the host institution or organisation should be responsible for these travel emissions. Furthermore, we believe that sourcing the information needed to calculate emissions effectively, efficiently and accurately would be too challenging for institutions.*

4.29 The response to our recommendation is shown in Figure 4.6.

**Figure 4.6 Do you agree with the recommendation?**




4.30 For this, 85 per cent of respondents agreed with our recommendation.

4.31 ***Consequently, we recommend that*** *staff and student exchange business travel is excluded from HEIs' emissions reporting boundary and proposed EMS data definitions*.

## Commuter Travel

4.32 We then asked about the emissions resulting from commuter travel by academic and support staff, and students.

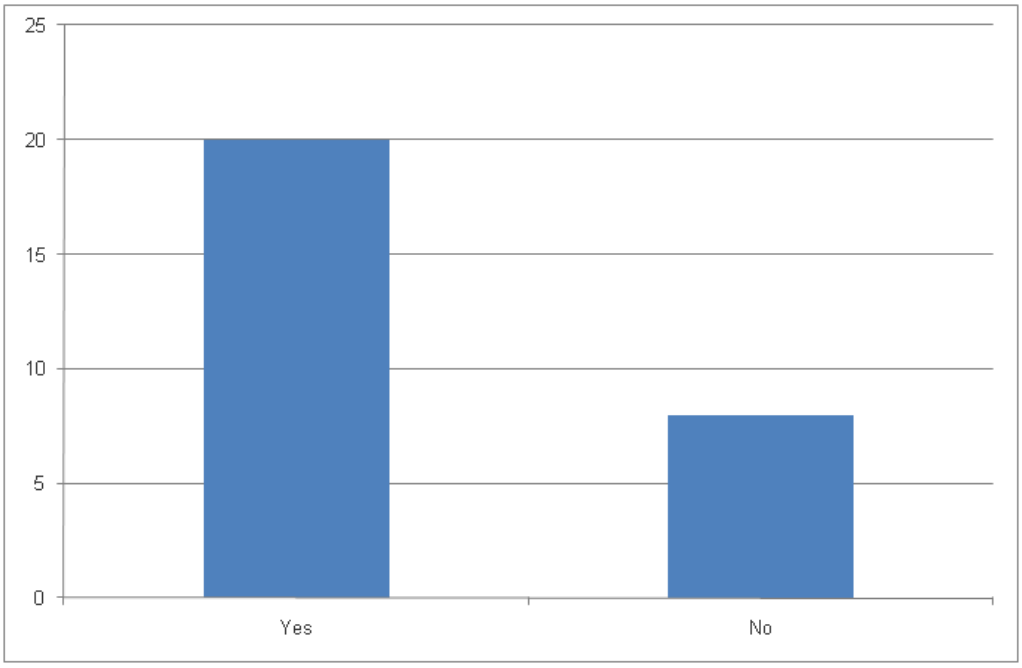
### Staff and Student Commuter Travel

4.33 We described staff and student commuter travel as follows and made our recommendation.

*This is academic and support staff, and students travelling to and from their (term-time) home address to the institution. We recommend that staff and student commuter travel SHOULD BE included in an institution's emissions reporting boundary and the EMS as an OPTIONAL data item. Only a handful of public or private sector organisations are currently including commuter travel emissions in their emissions reporting, but it is increasingly seen as a potentially relevant source of emissions. We believe that including commuter travel emissions as an OPTIONAL data item in the EMS will help institutions prepare for future reporting requirements.*

4.34 The response to our recommendation is shown in Figure 4.7.

**Figure 4.7 Do you agree with the recommendation?**




4.35 Over 70 per cent of respondents agreed with our recommendation. Respondents that offered explanations for disagreeing with our recommendation stated that emissions from commuter travel should be mandatory. One respondent disagreed with our recommendation because:

*"My understanding of this question is that this is intended to be compulsory in the future, which is what I disagree with. While it is important for institutions to encourage individuals to reduce their commuting emissions and to facilitate this as much as possible through their Travel Plan, it is unfair to penalise institutions for emissions that are fundamentally out of their control."*

4.36 We echo the importance of encouraging institutions to reduce their commuting emissions and applaud the good work that has already been undertaken by many HEIs. JMP understands that there are currently no plans to make emissions reporting from the commute compulsory. The EMS Review Group will review the recommendations made in this report as part of a much wider EMS review and revision.

4.37 ***As a result, we recommend*** *that staff and student commuter travel is included as an optional item in an HEI's emission reporting boundary and proposed EMS data definitions.*

4.38 ***We also recommend*** *that the EMS has separate reporting fields for academic and support staff, and student commuter travel***.** There is sufficient difference between these types of travel and the ability – and appetite – of HEIs to report emissions to warrant this differentiation.

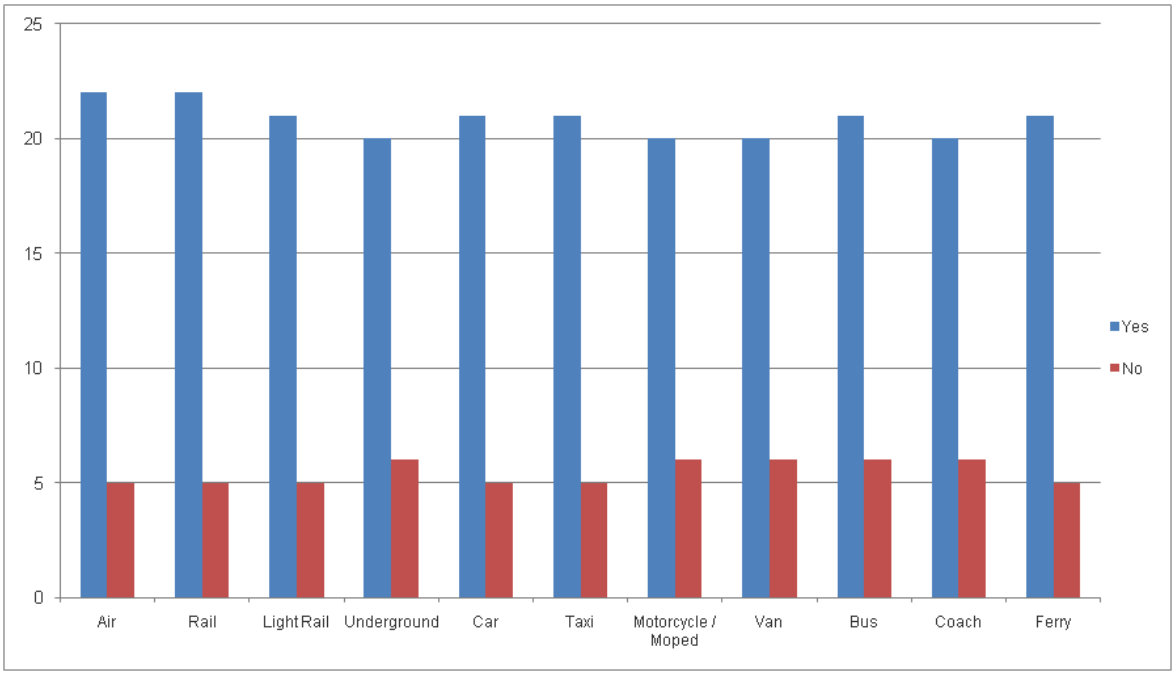
4.39 We then identified the modes of commuter travel that we believed should be classed as optional in HEIs' emissions reporting boundary and in proposed EMS data definitions.

*We recommend that the following modes of academic and support staff, and student commuter travel SHOULD BE INCLUDED within the emissions reporting boundary and as an OPTIONAL*

*data item in the EMS. We believe that all modes of travel should be included as OPTIONAL items in the EMS as this will help institutions improve their understanding of commuter travel patterns.*

4.40 The response to our recommendation is shown in Figure 4.8.

**Figure 4.8 Do you agree with the recommendation?**




4.41 Between 75 and 80 per cent of respondents agreed with our recommendations for each mode of travel. Respondents that offered explanations for disagreeing with our recommendation stated that including emissions from commuter travel should be mandatory.

4.42 ***We therefore recommend*** *that these staff and student commuter travel modes are included as optional items in HEIs' emissions reporting boundary and proposed EMS data definitions*.

## Other Types of Travel

4.43 During our stakeholder engagement programme a number of different types of travel were described by HEIs. We examined the case for the inclusion of these other types of travel with stakeholders and subsequently made a recommendation on whether they should, or should not be, included in HEIs' emissions reporting boundary or proposed EMS data definitions.

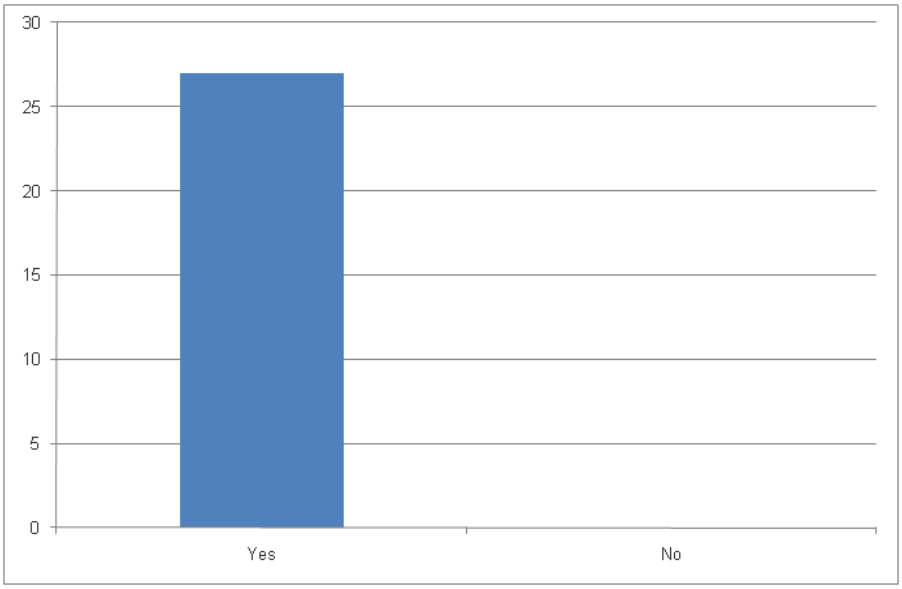
**Academic and support staff, and student travel that is paid for by a third party**

*This could be an academic or student giving a presentation and having their expenses paid for by the conference organiser, or support staff travelling to meet a supplier and having their travel costs reimbursed. We recommend that this type of travel is NOT INCLUDED in an institution's emissions reporting boundary or the EMS. We believe that an institution should only capture emissions in its emissions reporting boundary that it has paid for. Furthermore, the systems currently available in*

*institutions to capture information about travel that is paid for by third parties on behalf of academics, support staff or students are not sufficiently robust to enable effective data collection.*

4.44 The response to our recommendation is shown in Figure 4.9.

**Figure 4.9 Do you agree with the recommendation?**




4.45 There was 100 per cent support from respondents for our recommendation**.**

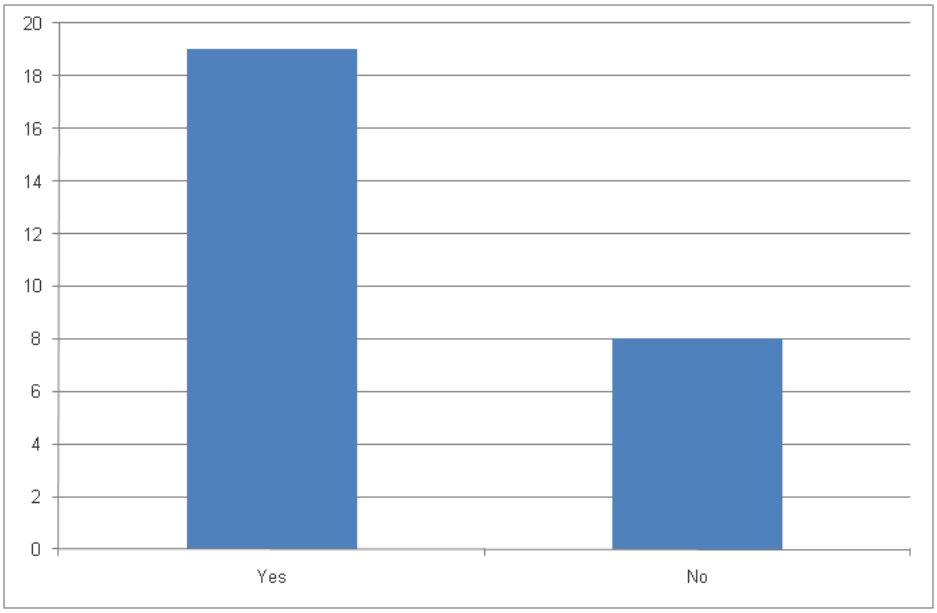
4.46 ***Consequently, we recommend*** *that academic and support staff, and student travel that is paid for by a third party is excluded from an HEI's emissions reporting boundary and proposed EMS data definitions***.**

**Students travelling from their term-time address to their home address**

*We recommend that this type of travel is NOT INCLUDED in an institution's emissions reporting boundary or the EMS. We appreciate and recognise that emissions associated with student home travel may be significant, but believe that this type of travel is outside of an institution's control and sphere of influence. Furthermore, we believe the systems do not currently exist to capture the information needed to calculate emissions in an effective, efficient and accurate manner. We believe it is not currently possible to ascertain, with any reasonable degree of accuracy or consistency, how often students travel from their term-time address to their home address. If this type of travel was to be included in an institution's emissions reporting boundary and the EMS, then student travel to meet with family or friends should also be considered as being part of an institution's emissions footprint.*

4.47 The response to our recommendation is shown in Figure 4.10.

**Figure 4.10 Do you agree with the recommendation?**




4.48 Approximately 70 per cent of respondents agreed with our recommendation. Those who disagreed felt that this type of travel was a significant source of emissions and was an area that HEIs could influence.

4.49 ***We recommend*** *that students' travelling from their term-time address to their home address is excluded from an HEI's emissions reporting boundary and proposed EMS data definitions.*

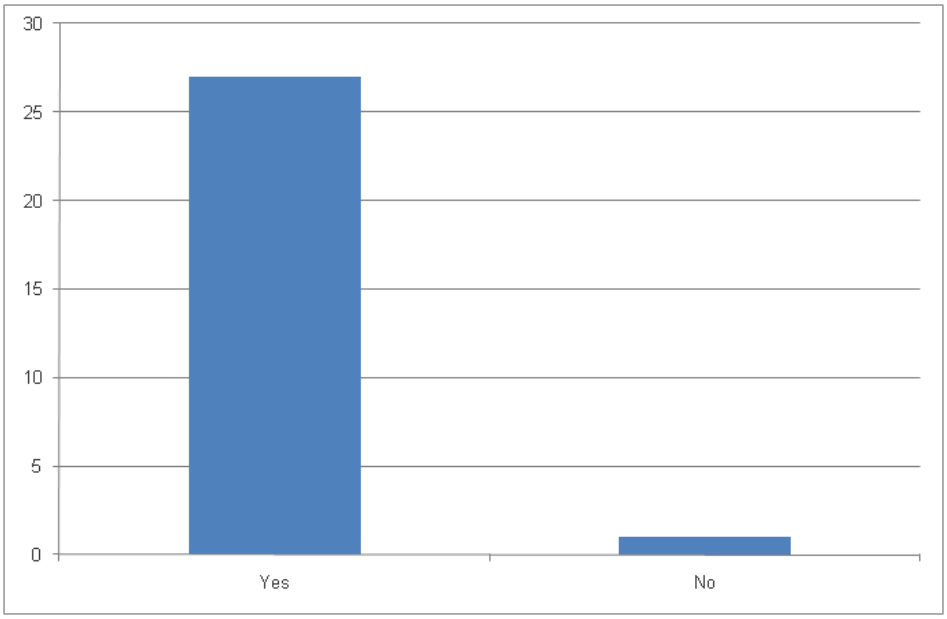
**Student Travel Associated with Graduation**

4.50 We were asked by a number of HEIs whether emissions associated with graduation would be included in the proposed EMS data definitions. We asked respondents whether they agreed with the following recommendation.

*We recommend that this type of travel is NOT INCLUDED in an institution's emissions reporting boundary or the EMS. We believe that this type of travel is outside an institution's control and sphere of influence, and that the systems do not currently exist to capture the information needed to calculate emissions either efficiently or effectively. For example, if a student travels by car with friends and family to his/her graduation then emissions will need to be allocated proportionally, or the emissions associated with friends and family travel to the graduation included in the institution's emissions reporting boundary.*

4.51 The response to our recommendation is shown in Figure 4.11.

**Figure 4.11 Do you agree with the recommendation?**




4.52 Over 95 per cent of respondents agreed with our recommendation.

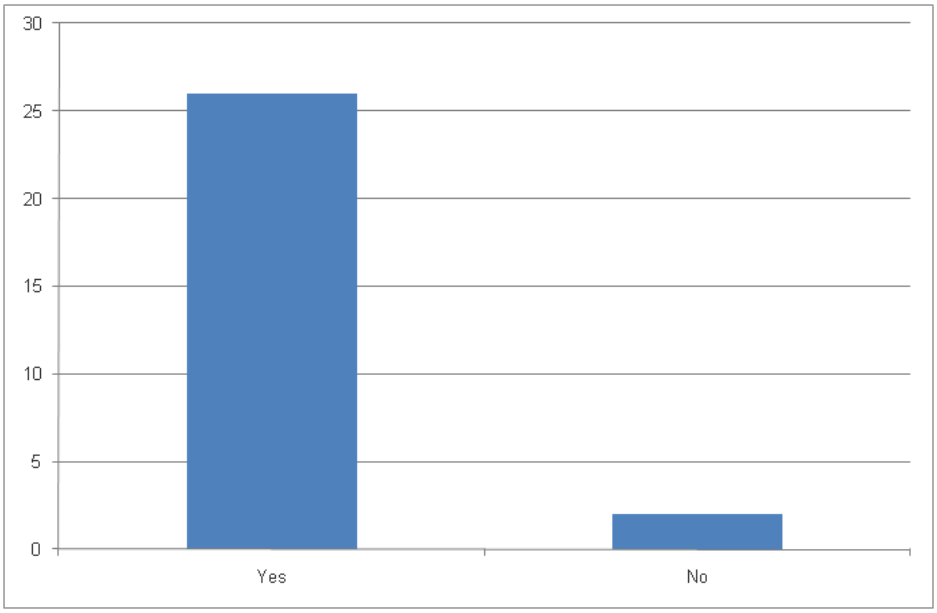
4.53 ***As a result, we recommend*** *that travel associated with graduation is excluded from an HEI's emissions reporting boundary and proposed EMS data definitions*.

**Non-Academic Student Travel**

*Type of other travel: non-academic student travel: travel associated with the institution's clubs and associations, like British Universities and Colleges Sport. We recommend that this type of travel should NOT BE INCLUDED in an institution's emissions reporting boundary or the EMS. We believe that this type of travel is outside an institution's control and sphere of influence, and that the systems do not currently exist to capture the information needed to calculate emissions either efficiently or effectively. It could be argued this type of travel is a student's social activity and, as such, all other social activities of students should be included in the emissions reporting boundary.*

4.54 The response to our recommendation is shown in Figure 4.12.

**Figure 4.12 Do you agree with the recommendation?**




4.55 Over 90 per cent of respondents agreed with this recommendation.

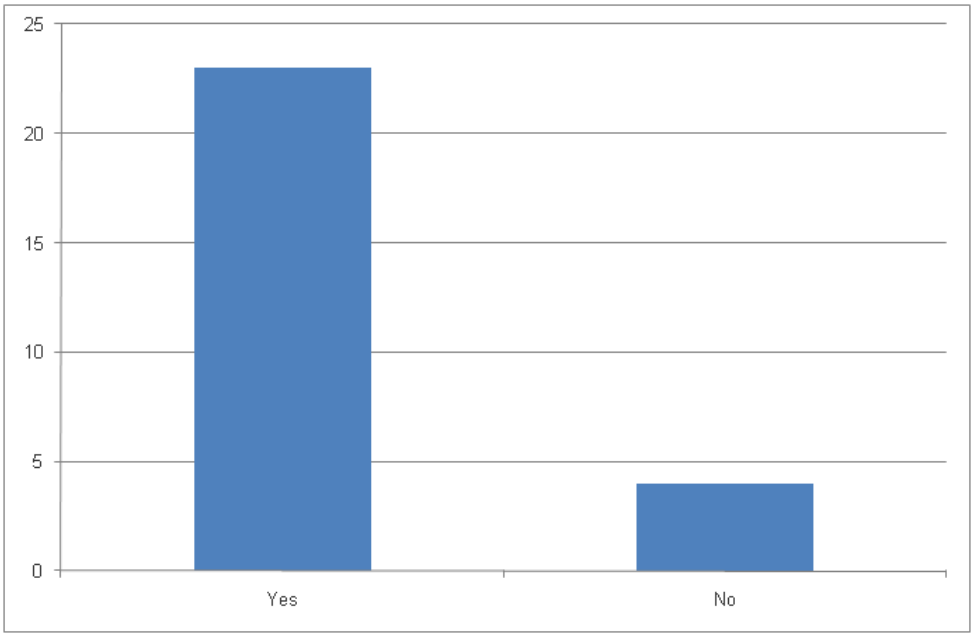
4.56 ***We therefore recommend*** *that non-academic student travel is excluded from an HEI's emissions reporting boundary and proposed EMS data definitions.*

**Other Travel: Visitor Travel**

*This could include those visiting an institution to deliver goods and services or visit staff or students. It may also include external visitors attending externally arranged conferences or events. We recommend that this type of travel should NOT BE INCLUDED in an institution's emissions reporting boundary or the EMS. We believe that this type of travel is outside of an institution's control and sphere of influence, and that the systems do not currently exist to capture the information needed to calculate emissions either efficiently or effectively.*

4.57 The response to our recommendation is shown in Figure 4.13.

**Figure 4.13 Do you agree with the recommendation?**




4.58 Over three quarters of respondents agreed with our recommendation.

4.59 ***Consequently, we recommend*** *that visitor travel emissions are excluded from HEIs' emissions reporting boundary and proposed EMS data definitions.*

# 5 Conclusions and Recommendations

5.1 The evidence suggests that the Council and the sector in general are keen to lead by example and improve scope 3 emissions reporting. Responses to HEFCE, Universities UK and GuildHE consultation[22] on carbon reductions strategy and targets for higher education in England, and the response to JMP's online surveys, evidence this.

5.2 To lead by example, HEIs will need to match the scope 3 travel reporting boundaries and practices of other leading public and private sector organisations. If HEIs are to pioneer, then their scope 3 reporting boundaries need to go beyond what is currently considered best practice.

5.3 To lead by example, HEIs need to be able to source high quality scope 3 travel data and calculate emissions in a highly efficient and effective manner. Our research has shown that many HEIs are not currently calculating scope 3 travel emissions and to do so would be a significant challenge.

## Overview of HEIs' Scope 3 Travel Reporting

5.4 In FY 2009/10 HEIs were only requested to provide emissions from fuel used in owned and/or leased vehicles, and this information was not required to be allocated to emission scopes in the reporting process. Many public and private sector organisations are already reporting scope 3 emissions from all modes of business travel and have been doing so for a number of years.

5.5 We recognise the ambition of the Council and HEIs – and the passion of their representatives – to improve HEIs' scope 3 travel emissions reporting. The Council and HEIs, however, should carefully assess the risks of asking HEIs to go too far, too fast.

5.6 Not all HEIs are approaching scope 3 travel emissions from the same starting point, with the same level of resource or the same appetite to engage. If EMS scope 3 travel definitions are too challenging or costly to complete, then the Council risks alienating HEIs, compromising the quality of outputs and risking the opportunities that scope 3 carbon reporting could generate.

5.7 In a worst case scenario the Council or HEIs could make strategic policy or programme decisions based on incomplete, inconsistent and irrelevant data outputs.

## Next Steps

5.8 JMP is mindful of the reporting requirements and burdens placed on HEIs. For this reason, we have taken a pragmatic approach, balancing the Council's and HEIs' desire for leadership with the ability and appetite of HEIs to calculate and report scope 3 travel emissions data.

5.9 We recommend that HEIs adopt the following emission reporting boundary and proposed EMS data definitions for scope 3 travel emissions.

**Recommendation 1**

5.10 ***HEIs' business travel:*** this is business travel undertaken by academic and support staff, and students, and that is paid for by an HEI. Some modes of HEI business travel are classed as

[22] Available at www.hefce.ac.uk

mandatory and should be reported, whereas other modes are optional. HEIs should make every effort to report emissions from optional travel modes where possible.

5.11 We recommend that reporting the scope 3 emissions from the following modes of business travel is classed as mandatory:

- Air;
- Rail;
- Company car;
- Hire car;
- Grey fleet;
- Motorcycles and mopeds;
- Vans; and
- Leased buses.

5.12 We recommend that reporting the scope 3 emissions from the following modes of business travel is classed as optional:

- Public bus;
- Underground;
- Tram;
- Taxi;
- Coach; and
- Ferry.

**Recommendation 2**

5.13 ***HEIs' commuter travel:*** this is travel undertaken by academics, support staff and students to and from their home (or term-time residence) to the HEI. Reporting of emissions from commuter travel is optional, but every effort should be made to report emissions.

5.14 **We recommend** *that all modes of travel described in recommendation 1 are classed as optional.*

5.15 **We recommend** *that emissions from travel by 1) academic and support staff, and 2) students are recorded separately*.

5.16 **We also recommend** *that it is acceptable for HEIs to hold over from one year to the next between reporting commuter travel emissions, but data should not be older than 2 years.* We anticipate that HEIs will find commuter travel emissions more challenging and costly to source than business travel emissions and, as a result, emissions calculations may be undertaken less frequently.

5.17 If these recommendations are accepted, the Council and HEIs will be demonstrating best practice by mirroring public and private sector organisations' scope 3 business travel reporting, but raising the bar by including commuter travel emissions as an optional category.

5.18 The Council and HEIs should not underestimate the significance of including commuter travel emissions as an optional item, and the leadership its inclusion shows to others in the public and private sectors.

5.19 The EMS, like scope 3 travel emissions reporting, will evolve. The reporting of scope 3 travel emissions is relatively new for many organisations, and new systems and processes will emerge over time leading to improvements in reporting. When datasets and reporting improve, the Council and HEIs may wish to include commuter travel as a mandatory category and review whether emissions from other modes of travel should be included in the EMS.

5.20 We have outlined our proposed EMS definitions in a reporting template below.

| REFERENCE NUMBER<br>Scope 3 travel emissions | **Definition**<br>Scope 3 travel emissions include emissions resulting from academic, support staff and students travelling for business purposes, and commuting to and from their home address or term-time residence to the HEI.<br>**Identifying Scope 1 and Scope 3 Travel Emissions**<br>In order to avoid double counting, scope 1 travel emissions need to be identified and reported separately from scope 3 travel emissions. Scope 1 travel emissions should be provided under EMS reference [to be determined following HESA review of EMS].<br>Determining the scope of emissions from HEI travel will depend on a range of factors including:<br>• The type of travel being undertaken (e.g. if it is business travel or commuter travel);<br>• Whether the mode of transport is owned or leased by the HEI; and/or<br>• How the transport asset has been accounted for by the HEI.<br>Business travel emissions resulting from the use of any mode of transport that is not owned or leased by an HEI, and virtually all modes of commuter travel, should be recorded as scope 3 emissions.<br>Scope 1 travel emissions may include those generated by academics, support staff or students travelling for business purposes using modes of transport that are owned or leased by an HEI. Modes of transport that are owned by an HEI and used for business travel should always be recorded as scope 1 emissions, while the scope of emissions from leased modes of transport used for business purposes will depend on how the asset has been accounted for. Leased modes of transport used for business purposes will be recorded as either scope 1 or scope 3 emissions.<br>Further information on defining scope 3 emissions can be found in the document, 'Measuring scope 3 carbon emissions – transport. A guide to good practice'. Available at www.hefce.ac.uk under Publications/2011.<br>**Emission Conversion Factors**<br>Scope 3 travel emissions should be reported in tonnes of carbon dioxide equivalent ($CO_2e$) using the most recent Defra and DECC latest emission conversion factors (currently August 2011), available at http://www.defra.gov.uk/environment/economy/business-efficiency/reporting/. The latest conversion factors, along with advice on emissions scopes, how to source travel information and calculate emissions, can be found in the document, 'Measuring scope 3 carbon emissions – transport. A guide to good practice'. |
|---|---|

| | |
|---|---|
| | **Calculating Emissions**<br>To calculate emissions from different modes of travel, multiply activity data (e.g. fuel used or distance travelled) by the appropriate conversion factor.<br>Emissions can be calculated using fuel consumption data or distance travelled data. Distance travelled data uses average emission factors for different modes of transport and is not as accurate as fuel consumption data.<br>For public transport (like rail travel) emissions are reported on a per passenger kilometre basis, rather than per vehicle kilometre (which is how emissions from motor cars or vans are reported). HEIs should use the most accurate emission conversion factors possible based on the data that they have available.<br>Further information on how to source information, choose the most accurate emission conversion factors and calculate emissions can be found in the document, 'Measuring scope 3 carbon emissions – transport. A guide to good practice'.<br>The DfT and Defra have published a work-related travel emissions reporting spreadsheet to help organisations calculate emissions and allocate them to emissions scopes. This spreadsheet tool uses Defra and DECC conversion factors (2010 update) and can be found at http://www.dft.gov.uk/publications/measuring-and-reporting-greenhouse-gas-emissions. We understand that the tool will be updated to reflect changes to conversion factors in future years.<br>Please note that you need to have EXCEL 2007 or above installed on your computer for this spreadsheet to open.<br>**Reporting Boundary for Scope 3 Travel Emissions**<br>HEIs are asked to provide scope 3 emissions information for the following types of travel.<br>*HEIs' business travel:* this is business travel that is paid for by an HEI and undertaken by academic and support staff, and by students. Some modes of HEI business travel are classed as mandatory and should be reported, whereas other modes are optional. HEIs should make every effort to report emissions from optional travel modes where possible.<br>*HEIs' commuter travel:* this is travel undertaken by academics, support staff and students to and from their home (or for students, term-time residence only) to the HEI. Emissions derived from commuter travel are optional, but again every effort should be made to report emissions. |
| REFERENCE NUMBER PART A | **HEIs' Business Travel**<br>This is business travel that is paid for by the HEI and could include travel by academics, support staff and students. For example, this could include travel undertaken by academics to attend conferences or events, support staff meeting with suppliers, or students travelling to fulfil course requirements.<br>The emissions from business travel that is paid for by a third party should not be included within the HEI's scope 3 travel emissions reporting. Similarly, business travel that is paid for by students independently should also be excluded. |

| | **HEIs' Business Travel Scope 3 Mandatory Modes of Travel** | **Total Greenhouse Gas Emissions (Tonnes)** |
|---|---|---|
| REF # PART A/PART A | Air travel (domestic, short haul and international) | |
| REF # PART A/PART A | Rail travel (domestic and international) | |
| REF # PART A/PART A | Vehicle – grey fleet (individuals reimbursed for using their private vehicles) | |
| REF # PART A/PART A | Vehicle – leased pool cars classed as scope 3 travel emissions | |
| REF # PART A/PART A | Vehicle – leased company cars classed as scope 3 travel emissions | |
| REF # PART A/PART A | Leased motorcycles or mopeds classed as scope 3 emissions | |
| REF # PART A/PART A | Leased vans classed as scope 3 travel emissions | |
| REF # PART A/PART A | Leased buses classed as scope 3 emissions | |
| REF # PART A/PART A | Total scope 3 travel emissions from mandatory modes | |
| REFERENCE NUMBER PART B | **HEIs' Business Travel Scope 3 Emissions (Optional)** | **Total Greenhouse Gas Emissions (Tonnes)** |
| REF # PART B/PART B | Public bus | |
| REF # PART B/PART B | Underground | |
| REF # PART B/PART B | Tram | |
| REF # PART B/PART B | Taxi | |

| | | |
|---|---|---|
| REF # PART B/PART B | Coach | |
| REF # PART B/PART B | Ferry | |
| REF # PART B/PART B | Total HEI business travel scope 3 emissions from optional modes | |
| | **HEI Commuter Travel**<br>This is academic and support staff, and students travelling to and from their home (term-time only for students) address to the institution. Reporting emissions from staff and student commuter travel is optional, but we would encourage institutions to report as much up-to-date information as possible. We anticipate, however, that scope 3 commuter travel emissions data may not be readily available on an annual basis for all HEIs. It is therefore acceptable for HEIs to hold over from one year to the next between surveys, but commuter emissions data from HEIs should have been collected in the last 2 years.<br>HEI commuter travel information is to be collected for academic and support staff and for students separately. Students' travel from their home address to their term-time residence should not be included.<br>Further information on how to source commuter travel information and calculate emissions can be found in the document, 'Measuring scope 3 carbon emissions - transport. A guide to good practice'. | |
| REFERENCE NUMBER PART C | **HEIs' Staff (Academic and Support) Commuter Travel Scope 3 Emissions (Optional)** | **Total Greenhouse Gas Emissions (Tonnes)** |
| REF # PART C/PART C | Air (domestic, short haul and international) | |
| REF # PART C/PART C | Rail travel (domestic and international) | |
| REF # PART C/PART C | Tram | |
| REF # PART C/PART C | Underground | |
| REF # PART C/PART C | Public bus | |
| REF # PART | Coach | |

| | | |
|---|---|---|
| C/PART C | | |
| REF # PART C/PART C | Car | |
| REF # PART C/PART C | Taxi | |
| REF # PART C/PART C | Motorcycle/moped | |
| REF # PART C/PART C | Ferry | |
| REF # PART C/PART C | Total emissions: academic and support staff commute | |
| REFERENCE NUMBER PART C | **HEIs' Student Commuter Travel Scope 3 Emissions (Optional)** | **Total Greenhouse Gas Emissions (Tonnes)** |
| REF # PART C/PART C | Air (domestic, short haul and international) | |
| REF # PART C/PART C | Rail travel (domestic and international) | |
| REF # PART C/PART C | Tram | |
| REF # PART C/PART C | Underground | |
| REF # PART C/PART C | Public bus | |
| REF # PART C/PART C | Coach | |
| REF # PART C/PART C | Car | |
| REF # PART C/PART C | Taxi | |

| | | |
|---|---|---|
| REF # PART C/PART C | Motorcycle/moped | |
| REF # PART C/PART C | Ferry | |
| REF # PART C/PART C | Total emissions: student commute | |
| REF # PART C/PART C | **Total Commuter Emissions: Academic and Support Staff, and Students**<br><br>Total HEI commuter travel scope 3 emissions from optional modes | |

# List of Abbreviations

| | |
|---|---|
| **CDP** | Carbon Disclosure Project |
| **CRC** | Carbon Reduction Commitment |
| **DECC** | Department for Energy and Climate Change |
| **Defra** | Department for Environment, Food and Rural Affairs |
| **DfT** | Department for Transport |
| **EAUC** | Environmental Association of Universities and Colleges |
| **EMS** | Estates Management Statistics |
| **FY** | Financial year |
| **GHG** | Greenhouse gas |
| **HEI** | Higher education institution |
| **HEFCE** | Higher Education Funding Council for England |
| **HESA** | Higher Education Statistics Agency |
| **HMT** | Her Majesty's Treasury |
| **NHS** | National Health Service |
| **WBCSD** | World Business Council for Sustainable Development |
| **WRI** | World Resources Institute |

# Annex A – Contributions

JMP would like to thank all individuals and organisations who advised and contributed to this report. We engaged with a wide selection of individuals from many HEIs who provided invaluable assistance. We would particularly like to thank representatives on the Project Advisory Group and those who attended our regional workshops.

In addition, our grateful thanks are expressed to the Environmental Association of Universities and Colleges, who allowed us to present at their travel workshop and annual conference. In particular, thanks go to Caroline Radnor, University of Birmingham, who facilitated our engagement with the EAUC.

**Project Advisory Group**

| | |
|---|---|
| **Jonathan Mills** | University of Lancaster; Environmental Association for Universities and Colleges |
| **Sarah Grimes** | Higher Education Statistics Agency |
| **Sue Holmes** | Leeds Metropolitan University; and Association of University Directors of Estates |
| **Paul Tomany** | North West Universities Purchasing Consortium, ENP |
| **Tim Pryce** | Carbon Trust |
| **Tony Overbury** | University College London |
| **Tony Rich (Chair)** | University of Essex; Association of Heads of University Administration |
| | |
| **Stephen Butcher** | Higher Education Funding Council for England |
| **Joanna Simpson** | Higher Education Funding Council for England |
| **Patrick Winch** | Higher Education Funding Council for England |
| **Jonathan Green** | JMP |
| **John Pinkard** | JMP |
| **Will French** | JMP |

**Attendees at Regional Workshops**

| | |
|---|---|
| **Andrew Hough** | Manchester Metropolitan University |
| **Ben Tongue** | University of Bradford |
| **Bob Steventon** | Liverpool John Moores University |
| **Cara Tabaku** | University of Lincoln |
| **Caroline Radnor** | University of Birmingham |
| **Catherine Hickson** | University of Winchester |
| **Chris Philpott** | University of East London |
| **Clare Scott** | University of Liverpool |
| **David Dowdell** | University of Gloucestershire |
| **Darren Hardwick** | University of Sheffield |
| **Dawn Dewar** | University of East Anglia |
| **Donna Gutteridge** | Liverpool John Moores University |

| | |
|---|---|
| **Edward Wigzell** | University of Oxford |
| **Emily Rye** | University of Huddersfield |
| **Emma Fieldhouse** | University of Leicester |
| **Gavin Hodgson** | Oxford Brookes University |
| **Grant Anderson** | Nottingham Trent University |
| **Huw Evans** | Keele University |
| **Ian Goodwin** | Manchester Metropolitan University |
| **Ian Lane** | University of London |
| **Jacqueline Saville** | University of Leeds |
| **James Dixon-Gough** | University of Leeds |
| **Jeannette Harrison** | University of Nottingham |
| **Jeung Lee** | Brunel University |
| **Jo Hasbury** | University of Loughborough |
| **John Hindley** | Manchester Metropolitan University |
| **Julia Dickinson** | Edge Hill University |
| **Julia Jack** | University of Exeter |
| **Katy Boom** | University of Worcester |
| **Keith McIntyre** | King's College London |
| **Lauren Rogers** | University of Leeds |
| **Lisa Brannan** | University of Leeds |
| **Lucy Latham** | Newcastle University |
| **Lucy Millard** | University of Manchester |
| **Maggie Whitworth** | University of Leeds |
| **Malcolm Winks** | Canterbury Christ Church University |
| **Matt Redrup** | Department for Energy and Climate Change |
| **Michelle Cashen** | University of Oxford |
| **Mike Leonard** | University of Leeds |
| **Neil Wilson** | University of East Anglia |
| **Peter Redfearn** | Nottingham Trent University |
| **Richard Meddings** | Nottingham Trent University |
| **Richard Pennington** | University of East London |
| **Sam Pickles** | Manchester Metropolitan University |
| **Sandra Lee** | University of Leicester |
| **Sara Macey** | Nottingham Trent University |
| **Sarah Grimes** | Higher Education Statistics Agency |
| **Susan Brackenbury** | Nottingham Trent University |
| **Trevor Shields** | University of Birmingham |
| **Victoria Johnsen** | Aston University |

**We apologise if we have missed anybody.**

# Annex B – First Online Survey

## 1. INTRODUCTION

Dear Sir/Madam,

HEFCE has commissioned JMP Consultants Ltd to develop guidance to assist higher education institutions (HEI's) collect data and calculate Scope 3 carbon emissions generated by business and commuter travel.

The aim of this survey is to understand what travel data is currently collected by HEI's and the availability of data for future reporting of emissions. Your responses will help to inform the development of sector-specific guidance and a range of associated Estate Management Statistics (EMS) definitions. Please answer all of the questions if you possibly can.

Please complete the survey by Thursday 21st April 2011. If you would like any help on completing any sections of the survey please contact Will French at JMP Consultants Ltd on 0117 930 8874 or will.french@jmp.co.uk.

Please click 'next' to start the survey.

## 2. BUSINESS TRAVEL

STAFF BUSINESS TRAVEL - this is travel by a employee on official business. For example this could include staff travelling to / from other institutions for conferences / events or as part of academic requirements.

### 1. Please complete the questions below:

| | Do you currently calculate emissions for each of the travel modes listed below? | If yes, what is the availability of this data? | Please describe the quality of the data. | If you do not currently calculate emissions, what is the availability of the data? |
|---|---|---|---|---|
| Air | Yes | Data readily available | Excellent | Data readily available |
| Rail | No | Data available but time consuming | Good | Data available but time consuming |
| Bus | Plans to collect | Data very challenging to collect | Average | Data very challenging to collect |
| Other public transport | | Partial data available | Poor | Partial data available |
| Vehicle - pool car | | | Very poor | |
| Vehicle - hire car | | | | |
| Vehicle - private / grey fleet | | | | |
| Vehicle - company car | | | | |
| Vehicle - car club | | | | |
| Vehicle - taxi | | | | |

Please provide any comments on the answers you have given.

STUDENT BUSINESS TRAVEL - this could include students travelling to fulfil course requirements and / or participation in exchange programmes.

## 2. Please complete the questions below:

| | Do you currently calculate emissions for each of the travel modes listed below? | If yes, what is the availability of this data? | Please describe the quality of the data. | If you do not currently calculate emissions, what is the availability of the data? |
|---|---|---|---|---|
| Air | Yes | Data readily available | Excellent | Data readily available |
| Rail | No | Data available but time consuming | Good | Data available but time consuming |
| Bus | Plans to collect | Data very challenging to collect | Average | Data very challenging to collect |
| Other public transport | | Partial data available | Poor | Partial data available |
| Vehicle - pool car | | | Very poor | |
| Vehicle - hire car | | | | |
| Vehicle - private / grey fleet | | | | |
| Vehicle - company car | | | | |
| Vehicle - car club | | | | |
| Vehicle - taxi | | | | |

Please provide any comments on the answers you have given.

GENERAL BUSINESS TRAVEL

## 3. Do you have information on walking and cycling for business travel?

- ◯ Yes
- ◯ No

If yes, please provide details below on how you capture this information.

## 4. Are there any other sources of business travel emissions not covered in the categories above?

## 3. COMMUTER TRAVEL

STAFF COMMUTER TRAVEL - staff travelling to / from their usual place of work.

### 1. Do you currently capture information about staff commuter travel?

◯ Yes

◯ No

If yes, briefly describe how you capture this information. If no, please describe why you do not capture this information.

### 2. Do you currently calculate carbon emissions from staff travel to and from work?

◯ Yes

◯ No

If yes, briefly describe how you calculate emissions. If no, please describe why you do not calculate emissions.

### 3. If you do not currently collect data to calculate carbon emissions about staff commuter travel, what is the availability of data?

Data readily available
Data available but time consuming
Data very challenging to collect
Partial data available
Data not available

S students travelling to / from student residence to their usual place of study.

### 4. Do you currently capture information about how students travel to and from their term time residence?

◯ Yes

◯ No

If yes, briefly describe how you capture this information. If no, please describe why you do not capture this information.

**5. Do you currently calculate carbon emissions for students travelling to and from their term time residence?**

◯ Yes

◯ No

If yes, briefly describe how you calculate emissions. If no, please describe why you do not calculate emissions?

**6. If you do not currently collect data to calculate carbon emissions about student commuter travel, what is the availability of data?**

Data readily available
Data available but time consuming
Data very challenging to collect
Partial data available
Data not available

its travelling to / from HEI residence to their 'home' addresses (inc. international students travelling to /

ress is different to 'term time' address.

**7. Do you have information on students travelling to / from their HEI residence to their 'home' address?**

| | Yes | No |
|---|---|---|
| Domestic students | ◯ | ◯ |
| International students | ◯ | ◯ |

**8. If yes, do you calculate emissions from student home travel?**

| | Yes | No |
|---|---|---|
| Domestic students | ◯ | ◯ |
| International students | ◯ | ◯ |

**9. If no, how easy would it be to source this information?**

| | Data readily available | Partial data available | Data challenging to source | No data available |
|---|---|---|---|---|
| Domestic students | ◯ | ◯ | ◯ | ◯ |
| International students | ◯ | ◯ | ◯ | ◯ |

GENERAL COMMUTER TRAVEL

**10. Do you have information on walking and cycling for commuter travel?**

◯ Yes

◯ No

If yes, please provide details on how you capture this information.

**11. Are there any other sources of commuter travel emissions not covered in the categories above?**

## 4. FURTHER INFORMATION

JMP would be happy to discuss the development of this guidance with stakeholders. If you are willing to be contacted please provide your contact details below.

*** 1. Institution**

**2. Name (Optional)**

**3. Email (Optional)**

**4. Telephone (Optional)**

**5. Number of Students (Optional)**

Total number of students?

Number of students working remotely?

**6. Number of Staff (Optional)**

Number of Academic Staff?

Number of Support Staff?

Please be aware HEFCE has also commissioned ARUP / De Montfort University to develop guidance for measuring Scope 3 carbon emissions associated with water and waste consumed by HEI's. If you would like to participate in this part of the project please contact Leticia Ozawa-Meida at De Montfort University (lozawa-meida@dmu.ac.uk).

Thank you for completing the survey, please click on the 'done' button below to finish.

# Annex C – Business Travel Survey Data

| Travel description | | | Assessment criteria | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | Current situation (111 responses) | Institutions currently capturing data (53 responses) | | | Data quality (58 responses) | Institutions not currently capturing data (50 responses) | | |
| **Type of travel** | **Sub type** | **Mode** | **% of respondents currently collating data or planning to do so** | **% of respondents collating data and grading availability as "readily available"** | **% of respondents currently collating data and grading it as "available but time consuming" or "partial data available"** | **% of respondents currently collating data and grading it as "very challenging to collect"** | **% of respondents currently collating data and describing it as "excellent or good"** | **% of respondents not currently collating data, stating that data "is readily available"** | **% of respondents not currently collating data, stating that data is "available but time consuming" or "partial data is available"** | **% of respondents not currently collating data, describing it as "very challenging to collect"** |
| Business travel | Institutions' business travel | Air travel - commercial, charter and owned/ leased aircraft | 71.1% | 24.5% | 64.2% | 11.3% | 41.4% | 4.0% | 56.0% | 40.0% |

| Travel description | | | Assessment criteria | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | Current situation (108 responses) | Institutions currently capturing data (44 responses) | | | Data quality (51responses) | Institutions not currently capturing data (51 responses) | | |
| Type of travel | Sub type | Mode | % of respondents currently collating data or planning to do so | % of respondents collating data and grading availability as “readily available” | % of respondents currently collating data and grading it as “available but time consuming” or “partial data available” | % of respondents currently collating data and grading it as “very challenging to collect” | % of respondents currently collating data and describing it as “excellent or good” | % of respondents not currently collating data, stating that data “is readily available” | % of respondents not currently collating data, stating that data is “available but time consuming” or “partial data is available” | % of respondents not currently collating data, describing it as “very challenging to collect” |
| Business travel | Institutions’ business travel | Rail travel: international and national rail | 72.3% | 27.3% | 53.6% | 9.1% | 45.1% | 2.0% | 52.9% | 45.1% |

| Travel description | | | Assessment criteria | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | Current situation (101 responses) | Institutions currently capturing data (33 responses) | | | Data quality (31 responses) | Institutions not currently capturing data (28 responses) | | |
| Type of travel | Sub type | Mode | % of respondents currently collating data or planning to do so | % of respondents collating data and grading availability as “readily available” | % of respondents currently collating data and grading it as “available but time consuming” or "partial data available” | % of respondents currently collating data and grading it as “very challenging to collect” | % of respondents currently collating data and describing it as “excellent or good” | % of respondents not currently collating data, stating that data “is readily available” | % of respondents not currently collating data, stating that data is “available but time consuming” or “partial data is available” | % of respondents not currently collating data, describing it as “very challenging to collect” |
| Business travel | Institutions’ business travel | Vehicle: pool cars | 42.6% | 51.5% | 45.5% | 3.0% | 64.5% | 10.7% | 35.7% | 53.6% |

| Travel description | | | Assessment criteria | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | Current situation (103 responses) | Institutions currently capturing data (30 responses) | | | Data quality (34 responses) | Institutions not currently capturing data (47 responses) | | |
| Type of travel | Sub type | Mode | % of respondents currently collating data or planning to do so | % of respondents collating data and grading availability as "readily available" | % of respondents currently collating data and grading it as "available but time consuming" or "partial data available" | % of respondents currently collating data and grading it as "very challenging to collect" | % of respondents currently collating data describing it as "excellent or good" | % of respondents not currently collating data, stating that data "is readily available" | % of respondents not currently collating data, stating that data is "available but time consuming" or "partial data is available" | % of respondents not currently collating data, describing it as "very challenging to collect" |
| Business travel | Institutions' business travel | Vehicle: hire car | 44.7% | 36.7% | 56.7% | 6.7% | 44.1% | 12.8% | 29.7% | 57.4% |

| Travel description | | | Assessment criteria | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | Current situation (107 responses) | Institutions currently capturing data (43 responses) | | | Data quality (45 responses) | Institutions not currently capturing data (46 responses) | | |
| Type of travel | Sub type | Mode | % of respondents currently collating data or planning to do so | % of respondents collating data and grading availability as "readily available" | % of respondents currently collating data and grading it as "available but time consuming" or "partial data available" | % of respondents currently collating data and grading it as "very challenging to collect" | % of respondents currently collating data and describing it as "excellent or good" | % of respondents not currently collating data, stating that data "is readily available" | % of respondents not currently collating data, stating that data is "available but time consuming" or "partial data is available" | % of respondents not currently collating data, describing it as "very challenging to collect" |
| Business travel | Institutions' business travel | Vehicle: taxi | 55.1% | 30.2% | 53.5% | 16.3% | 20.7% | 4.3% | 39.1% | 56.5% |

| Travel description | | | Assessment criteria | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | Current situation (99 responses) | Institutions currently capturing data (32 responses) | | | Data quality (30 responses) | Institutions not currently capturing data (30 responses) | | |
| Type of travel | Sub type | Mode | % of respondents currently collating data or planning to do so | % of respondents collating data and grading availability as “readily available” | % of respondents currently collating data and grading it as “available but time consuming” or “partial data available” | % of respondents currently collating data and grading it as “very challenging to collect” | % of respondents currently collating data and describing it as “excellent or good” | % of respondents not currently collating data, stating that data “is readily available” | % of respondents not currently collating data, stating that data is “available but time consuming” or “partial data is available” | % of respondents not currently collating data, describing it as “very challenging to collect” |
| Business travel | Institutions’ business travel | Vehicle: company car | 55.1% | 43.8% | 46.9% | 9.4% | 66.6% | 26.7% | 26.6% | 46.7% |

| Travel description | | | Assessment criteria | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | Current situation (92 responses) | Institutions currently capturing data (9 responses) | | | Data quality (9 responses) | Institutions not currently capturing data (34 responses) | | |
| Type of travel | Sub type | Mode | % of respondents currently collating data or planning to do so | % of respondents collating data and grading availability as “readily available” | % of respondents currently collating data and grading it as “available but time consuming” or “partial data available” | % of respondents currently collating data and grading it as “very challenging to collect” | % of respondents currently collating data and describing it as “excellent or good” | % of respondents not currently collating data, stating that data “is readily available” | % of respondents not currently collating data, stating that data is “available but time consuming” or “partial data is available” | % of respondents not currently collating data, describing it as “very challenging to collect” |
| Business travel | Institutions’ business travel | Vehicle: car club | 15.2% | 33.3% | 44.4% | 22.2% | 33.3% | 17.6% | 11.8% | 70.6% |

| Travel description | | | Assessment criteria | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | Current situation (107 responses) | Institutions currently capturing data (23 responses) | | | Data quality (29 responses) | Institutions not currently capturing data (54 responses) | | |
| Type of travel | Sub type | Mode | % of respondents currently collating data or planning to do so | % of respondents collating data and grading availability as “readily available” | % of respondents currently collating data and grading it as “available but time consuming” or “partial data available” | % of respondents currently collating data and grading it as “very challenging to collect” | % of respondents currently collating data and describing it as “excellent or good” | % of respondents not currently collating data, stating that data “is readily available” | % of respondents not currently collating data, stating that data is “available but time consuming” or “partial data is available” | % of respondents not currently collating data, describing it as “very challenging to collect” |
| Business travel | Institutions’ business travel | Vehicle: taxi | 37.4% | 17.4% | 56.5% | 26.1% | 20.7% | 14.8% | 7.4% | 77.8% |

| Travel description | | | Assessment criteria | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | Current situation (107 responses) | Institutions currently capturing data (25 responses) | | | Data quality (33 responses) | Institutions not currently capturing data (62 responses) | | |
| Type of travel | Sub type | Mode | % of respondents currently collating data or planning to do so | % of respondents collating data and grading availability as "readily available" | % of respondents currently collating data and grading it as "available but time consuming" or "partial data available" | % of respondents currently collating data and grading it as "very challenging to collect" | % of respondents currently collating data and describing it as "excellent or good" | % of respondents not currently collating data, stating that data "is readily available" | % of respondents not currently collating data, stating that data is "available but time consuming" or "partial data is available" | % of respondents not currently collating data, describing it as "very challenging to collect" |
| Business travel | Institutions' business travel | Bus | 45.8% | 16.0% | 34.1% | 38.6% | 30.3% | 0.0% | 25.8% | 74.2% |

| Travel description | | | Assessment criteria | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | Current situation (106 responses) | Institutions currently capturing data (17 responses) | | | Data quality (23 responses) | Institutions not currently capturing data (56 responses) | | |
| Type of travel | Sub type | Mode | % of respondents currently collating data or planning to do so | % of respondents collating data and grading availability as “readily available” | % of respondents currently collating data and grading it as “available but time consuming” or “partial data available” | % of respondents currently collating data and grading it as “very challenging to collect” | % of respondents currently collating data and describing it as “excellent or good” | % of respondents not currently collating data, stating that data “is readily available” | % of respondents not currently collating data, stating that data is “available but time consuming” or ""partial data is available” | % of respondents not currently collating data, describing it as “very challenging to collect” |
| Business travel | Institutions’ business travel | Other public transport | 31.1% | 5.9% | 68.0% | 16.0% | 13.0% | 0.0% | 12.5% | 87.5% |

# Annex D – Student Business Travel Survey Data

| Travel description | | | Assessment criteria (number of respondents in brackets after each question) | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | Current situation (107 responses) | Institutions currently capturing data (29 responses) | | | Data quality (58 responses) | Institutions not currently capturing data (55 responses) | | |
| Type of travel | Sub type | Mode | % of respondents currently collating data or planning to do so | % of respondents collating data and grading availability as "readily available" | % of respondents currently collating data and grading it as "available but time consuming" or "partial data available" | % of respondents currently collating data and grading it as "very challenging to collect" | % of respondents currently collating data and describing it as "excellent or good" | % of respondents not currently collating data, stating that data "is readily available" | % of respondents not currently collating data, stating that data is "available but time consuming" or "partial data is available" | % of respondents not currently collating data, describing it as "very challenging to collect" |
| Business travel | Student business travel | Air travel - commercial, charter and owned/ leased aircraft | 44.9% | 20.7% | 65.1% | 24.1% | 37.5% | 1.8% | 32.7% | 65.5% |

| Travel description | | | Assessment criteria | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | Current situation (102 responses) | Institutions currently capturing data (20 responses) | | | Data quality (51responses) | Institutions not currently capturing data (53 responses) | | |
| Type of travel | Sub type | Mode | % of respondents currently collating data or planning to do so | % of respondents collating data and grading availability as “readily available” | % of respondents currently collating data and grading it as “available but time consuming” or “partial data available” | % of respondents currently collating data and grading it as “very challenging to collect” | % of respondents currently collating data and describing it as “excellent or good” | % of respondents not currently collating data, stating that data “is readily available” | % of respondents not currently collating data, stating that data is “available but time consuming” or “partial data is available” | % of respondents not currently collating data, describing it as “very challenging to collect” |
| Business travel | Student business travel | Rail travel: international and national rail | 36.2% | 20.0% | 60.0% | 20.0% | 33.4% | 0.0% | 28.3% | 71.7% |

| Travel description | | | Assessment criteria | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | Current situation (88 responses) | Institutions currently capturing data (7 responses) | | | Data quality (5 responses) | Institutions not currently capturing data (36 responses) | | |
| Type of travel | Sub type | Mode | % of respondents currently collating data or planning to do so | % of respondents collating data and grading availability as “readily available” | % of respondents currently collating data and grading it as “available but time consuming” or “partial data available” | % of respondents currently collating data and grading it as “very challenging to collect” | % of respondents currently collating data and describing it as “excellent or good” | % of respondents not currently collating data, stating that data “is readily available” | % of respondents not currently collating data, stating that data is “available but time consuming” or “partial data is available” | % of respondents not currently collating data, describing it as “very challenging to collect” |
| Business travel | Student business travel | Vehicle: pool cars | 17.1% | 14.3% | 57.1% | 28.6% | 40.0% | 5.6% | 13.8% | 80.6% |

| Travel description | | | Assessment criteria | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | Current situation (93 responses) | Institutions currently capturing data (12 responses) | | | Data quality (10 responses) | Institutions not currently capturing data (41 responses) | | |
| Type of travel | Sub type | Mode | % of respondents currently collating data or planning to do so | % of respondents collating data and grading availability as “readily available” | % of respondents currently collating data and grading it as “available but time consuming” or “partial data available” | % of respondents currently collating data and grading it as “very challenging to collect” | % of respondents currently collating data and describing it as “excellent or good” | % of respondents not currently collating data, stating that data “is readily available” | % of respondents not currently collating data, stating that data is “available but time consuming” or “partial data is available” | % of respondents not currently collating data, describing it as “very challenging to collect” |
| Business travel | Student business travel | Vehicle: hire car | 21.5% | 25.0% | 50.0% | 25.0% | 60.0% | 2.4% | 19.6% | 78.0% |

| Travel description | | | Assessment criteria | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | Current situation (94 responses) | Institutions currently capturing data (14 responses) | | | Data quality (12 responses) | Institutions not currently capturing data (43 responses) | | |
| Type of travel | Sub type | Mode | % of respondents currently collating data or planning to do so | % of respondents collating data and grading availability as “readily available” | % of respondents currently collating data and grading it as “available but time consuming” or “partial data available” | % of respondents currently collating data and grading it as “very challenging to collect” | % of respondents currently collating data and describing it as “excellent or good” | % of respondents not currently collating data, stating that data “is readily available” | % of respondents not currently collating data, stating that data is “available but time consuming” or “partial data is available” | % of respondents not currently collating data, describing it as “very challenging to collect” |
| Business travel | Student business travel | Vehicle: taxi | 21.3% | 14.3% | 35.7% | 50.0% | 25.0% | 0.0% | 16.3% | 83.7% |

| Travel description | | | Assessment criteria | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | Current situation (87 responses) | Institutions currently capturing data (6 responses) | | | Data quality (4 responses) | Institutions not currently capturing data (36 responses) | | |
| Type of travel | Sub type | Mode | % of respondents currently collating data or planning to do so | % of respondents collating data and grading availability as “readily available” | % of respondents currently collating data and grading it as “available but time consuming” or “partial data available” | % of respondents currently collating data and grading it as “very challenging to collect” | % of respondents currently collating data and describing it as “excellent or good” | % of respondents not currently collating data, stating that data “is readily available” | % of respondents not currently collating data, stating that data is “available but time consuming” or “partial data is available” | % of respondents not currently collating data, describing it as “very challenging to collect” |
| Business travel | Student business travel | Vehicle: company car | 13.7% | 0.0% | 66.7% | 33.3% | 25.0% | 11.1% | 26.7% | 72.2% |

| Travel description | | | Assessment criteria | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | Current situation (87 responses) | Institutions currently capturing data (7 responses) | | | Data quality (5 responses) | Institutions not currently capturing data (37 responses) | | |
| Type of travel | Sub type | Mode | % of respondents currently collating data or planning to do so | % of respondents collating data and grading availability as “readily available” | % of respondents currently collating data and grading it as “available but time consuming” or “partial data available” | % of respondents currently collating data and grading it as “very challenging to collect” | % of respondents currently collating data and describing it as “excellent or good” | % of respondents not currently collating data, stating that data “is readily available” | % of respondents not currently collating data, stating that data is “available but time consuming” or “partial data is available” | % of respondents not currently collating data, describing it as “very challenging to collect” |
| Business travel | Student business travel | Vehicle: car club | 13.8% | 28.8% | 43.9% | 28.6% | 40.0% | 11.1% | 13.2% | 75.7% |

| Travel description | | | Assessment criteria | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | Current situation (107 responses) | Institutions currently capturing data (11 responses) | | | Data quality (11 responses) | Institutions not currently capturing data (44 responses) | | |
| Type of travel | Sub type | Mode | % of respondents currently collating data or planning to do so | % of respondents collating data and grading availability as “readily available” | % of respondents currently collating data and grading it as “available but time consuming” or “partial data available” | % of respondents currently collating data and grading it as “very challenging to collect” | % of respondents currently collating data and describing it as “excellent or good” | % of respondents not currently collating data, stating that data “is readily available” | % of respondents not currently collating data, stating that data is “available but time consuming” or “partial data is available” | % of respondents not currently collating data, describing it as “very challenging to collect” |
| Business travel | Student business travel | Vehicle: taxi | 23.4% | 9.1% | 45.4% | 45.5% | 9,1% | 2.3% | 13.6% | 84.1% |

| Travel description | | | Assessment criteria | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | Current situation (101 responses) | Institutions currently capturing data (15 responses) | | | Data quality (18 responses) | Institutions not currently capturing data (54 responses) | | |
| Type of travel | Sub type | Mode | % of respondents currently collating data or planning to do so | % of respondents collating data and grading availability as “readily available” | % of respondents currently collating data and grading it as “available but time consuming” or “partial data available” | % of respondents currently collating data and grading it as “very challenging to collect” | % of respondents currently collating data and describing it as “excellent or good” | % of respondents not currently collating data, stating that data “is readily available” | % of respondents not currently collating data, stating that data is “available but time consuming” or “partial data is available” | % of respondents not currently collating data, describing it as “very challenging to collect” |
| Business travel | Student business travel | Bus | 27.7% | 13.3% | 46.7% | 40.0% | 16.7% | 0.0% | 17.5% | 82.5% |

| Travel description | | | Assessment criteria | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | Current situation (98 responses) | Institutions currently capturing data (10 responses) | | | Data quality (9 responses) | Institutions not currently capturing data (50 responses) | | |
| Type of travel | Sub type | Mode | % of respondents currently collating data or planning to do so | % of respondents collating data and grading availability as “readily available” | % of respondents currently collating data and grading it as “available but time consuming” or “partial data available” | % of respondents currently collating data and grading it as “very challenging to collect” | % of respondents currently collating data describing it as “excellent or good” | % of respondents not currently collating data, stating that data “is readily available” | % of respondents not currently collating data, stating that data is “available but time consuming” or "partial data is available” | % of respondents not currently collating data, describing it as “very challenging to collect” |
| Business travel | Student business travel | Other public transport | 20.4% | 0.0% | 60.0% | 40.0% | 11.1% | 0.0% | 10.0% | 90.0% |