

LONDON SCHOOL OF HYGIENE & TROPICAL MEDICINE
SUSTAINABILITY GROUP
TRAVEL POLICY

A. OBJECTIVES

- To minimize the environmental consequences of travel undertaken in relation to School activities, including travel to work, consonant with the fulfilment of the School's operational goals.
- To encourage physical activity through walking and cycling for shorter journeys relating to School activities.

B. TARGET

To reduce or, in specific circumstances, to offset the travel-related emissions of greenhouse pollutants relating to staff and research degree student travel in contribution to the fulfilment of the School's overall emissions reduction target (50% by 2020, 90% by 2050 compared with 2006).

The specific targets for reduction of travel-related emissions will reviewed and published on a three year cycle by the Sustainability Group.

C. RESPONSIBILITY & STRUCTURE

The School's performance in travel will be kept under review by the Sustainability Group, using appropriate monitoring data, and will be regularly reported to the Senior Management Team.

A group of trained volunteer Energy Champions will assist with initiatives at Unit and Departmental level.

D. METHODS TO ACHIEVE TARGET

Choices in travel

Much of the reduction in travel-related emissions of greenhouse pollutants will be achieved by encouraging staff and research degree students to make choices in travel which minimize environmental effects and the disruption to their work. This will largely be implemented through Unit and Departmental Heads and other managers involved in approving travel for School business. The principles are:

- To reduce unnecessary travel. A proportion of journeys undertaken by staff and research degree students are probably of limited value and impede, rather than improve, productivity.
- To use video-conferencing and other telecommunications as alternatives to travel whenever practicable and convenient. This will require the provision of appropriate facilities, including desk-based options, and staff training.
- To use trains and/or other public ground transportation rather than flying whenever possible; and to use buses or other forms of public transportation rather than private motor cars or taxis whenever public transport represents a reasonable option. Flights should not normally be needed for journeys within the UK, or for continental cities served by Eurostar and nearby rail destinations.
- To encourage physical activity through promotion of walking and cycling.

Video-conferencing

To encourage video-conferencing, the School will establish high quality and accessible video-conferencing facilities in several rooms of the main School buildings (Keppel Street and, in time, Tavistock Place).

In addition, the Information Services Team and Departmental Computing Support teams will provide technical advice, assist in the purchase of equipment to allow desk-based conferencing, and assist in training.

Carbon off-setting

The off-setting of greenhouse pollutant emissions by payments to approved ‘carbon off-setting’ companies is *not* a mainstay of the School’s travel policy, but:

- Staff and research degree students will be encouraged to include carbon off-setting payments at the time of booking flights or rail travel where their necessary journeys are funded by an external sponsor or by accounts where such expenditure may legitimately be included.
- If, in the longer term, the attainment of the School’s greenhouse pollutant emissions targets is substantially impeded by failure to reduce travel-related emissions, the School will consider use of off-setting for up to 10% of its 2006 emission levels.

Travel to work

The School will provide safe, secure and convenient facilities for storing bicycles at each of its principal sites in order to encourage cycling by staff and students. It will continue to dissuade motor transport by not having car parking spaces available on School premises, and will monitor travel to work patterns by periodic surveys.

It will support the work of the Bicycle Users Group (BUG) in measures that support the School’s Travel Policy objectives.

Awareness Training

Regular awareness raising campaigns will be held to disseminate good practice in School travel and to encourage the uptake of walking and cycling.

Information updates and other messages about travel policy will also be disseminated through Unit and Departmental Heads and Unit Energy Champions, and will be provided for new staff during induction.

Monitoring and Targeting

A system of monitoring of flights and flight-related greenhouse pollutant emissions will be developed using travel authorization and insurance data, and the results regularly published as part of the *Data Monitoring Reports*.

In addition, periodic travel surveys will be undertaken to examine wider questions relevant to the School's *Travel Policy* and its implementation.

Reporting and action plans

Reports of progress on the *Travel Policy* objectives, prepared by the Energy Consultant and Estates Manager, will be reviewed on an annual basis by the Sustainability Group, reported to SMT, and made publicly available.

These reports will be used by the Sustainability Group as part of its annual review process to make recommendations to the Senior Management Team and the Planning and Finance Committee about travel-related measures to help achieve its travel and wider sustainability objectives.

Last up-dated: 2 March 2009