Enabling Rail Travel Task and Finish Group

Terms of Reference

Purpose

The Enabling Rail Travel Task and Finish Group exists to support and enable staff and students to undertake business travel via train.

Role

- Consult with colleagues to consider what would enable more staff and students to travel by train for business and educational purposes (including inter-campus travel), and for students travelling to Exeter from their home address.
- Accordingly, consider the whole user experience, from decision to travel, to undertaking the journey itself.
- Work with key suppliers to consider what structural changes may be necessary at the point of booking and purchase to provide efficient and effective infrastructure for booking rail travel.
- Consider ways of working with external organisations to promote rail travel across the HE sector (e.g. procurement consortia and the EAUC).
- Develop ways to incorporate rail travel as the default into formal university partnership agreements.
- Learn from the experience of those who have undertaken international travel by train and consider how this experience could be used to benefit others.
- Provide advice and make recommendations to relevant University Committees, groups, Faculties and Professional Services on how the University could better enable travel by train including changes to policies, practices and procedures.
- Consider EDI implications and make recommendations for managing these.
- Produce appropriate guidance/events/training that may include (for example) personas, best practice and worked examples.
- To take account of the work of the Field Course Task and Finish Group.

Organisation

- The life of this Task and Finish Group is expected to be 6-12 months.
- The Group will meet at as often as is required to deliver its objectives. It is anticipated that this will be every 4-6 weeks.
- Where appropriate, the group may split into subgroups to more efficiently address individual topics (e.g., guidance, procurement).
- The Group reports to the Advocate Climate Taskforce (ACT).
- The Chair will be selected from amongst the membership.
- The Secretary is a member of the Sustainability Team.

Membership

- Membership should be drawn from across the University and include those with relevant academic expertise and experience as well as individuals from Professional Services.
- The Chair may invite non-members to attend a meeting to report on or discuss specific matters.

Membership

Representation	Name	Job title
Regular user	Stewart Barr (Chair) Heather Makin Wolfram Moebius Gareth Shaw	Professor, Geography Project Administrator, Business School Lecturer, LSI and Physics and Astronomy Professor, Business School
Potential future users	Rebecca Sandover Andy Russell	Lecturer, Geography Professor, Biosciences
Field trip bookers	Bill Thompson Isabel Castle	Field Trips Coordinator (Residential) Geography Administrator and field course booker
Field Course Task and Finish Group	Rachel Griffiths Jess Steer	Inclusivity Advisor in TQAE BSc Geography Student
Student representation	Phil Green	Vice President, Falmouth and Exeter Students' Union
Sustainability Team	Jo Chamberlain Giovanni Currado Fraser Browning Emma Tranter (Secretary)	Director of Sustainability Sustainable Travel and Transport Manager Technical Evaluator Senior Administrator
Facilities Management	Ollie Milliner	Head of Sustainability, FX Plus
Procurement	Jodie Underhay	Senior Procurement Officer
Procurement Operations	Veronica Wardle	Procurement Operations Advisor
External Engagement and Global	James Smith	Head of Global Partnerships
Faculty Operations Travel Champions / bookers	Brendan Johnson Emily Morris Jo Shuttleworth	Executive Assistant and Travel Champion, HLS Executive Officer and Travel Champion, HASS Deputy Director of Faculty Operations, HLS