**SMART Action Plan**

**S**- Be **Specific** about what you want to achieve, do not be ambiguous, communicate clearly.

**M**- Ensure your result is **Measurable**. Have a clearly defined outcome and ensure this is measureable (KPIs).

**A**- Make sure it is **Appropriate**. Is it an **Achievable** outcome?

**R-** Check that its **Realistic**, it must be possible taking account of time, ability and finances.

**T-** Make sure it is **Time** restricted. Set yourself an achievable time frame, set deadlines and milestones to check your progress.

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| **Action** | **Specific** | **Measurable** | **Appropriate** | **Realistic** | **Time** | **Staff Responsible** | **Status** |
| 1.  Campaign - Reduce Plastic Waste | Aim 1: Encourage students to switch from plastic to sustainable alternatives via Plastic Campaign #PassOnPlastic  Plastic campaign stall notifying students of environmental impacts of plastic. Encouraging students to swap regularly used plastics for reusable alternatives. Plastic free freebies; metal straws and tote bags.  Online Advice on reducing plastic waste via Instagram Story.  Aim 2: Highlight unnecessary use of plastic on campus | 700 students visited the stall  Distributed 250 reusable tote bags and 750 metal straws.  Plastic free hamper items:   * Stainless steel water bottle, SU reusable coffee cup, bamboo cutlery set (including a reusable straw), natural deodorant, Lush Shampoo bar, Tupperware, plastic free toothbrush & floss, Bamboo toothbrush.   High level of student engagement:   * Students expressing plastics waste on campus in main corridor * 25 students have engaged with us via social media: tagging photos of them taking practical steps to reduce their plastic waste. * Students have uploaded images of unnecessary plastic waste on campus on social media. | Yes – has already happened (there were difficulties of some items being delivered in time. Also should have recorded student interest in a petition during stall. | Yes – Was carried out in timely manner, small difficulties with items being delivered a day late, however campaign started on time. | #PassOnPlastic timeframe: 1st – 5th April.  Campaign stall: 1st & 2nd April | KT, SG | Completed |
| 2.  Tote bags | The supply/ use of Fairtrade bags. | SG/ RA to check if previously used tote bags are Fairtrade.  Also look for alternative, Fairtrade suppliers for costings.  100% Fairtrade bags will be used from the new academic year. | Responsibility has been delegated for teams to carry out research. There will be difficulty if Fairtrade bags have significantly higher expenses than non-Fairtrade bags. | Providing suitable costings are found. | August 2019 | SG/ RA | In progress |
| 3. Quality products/ items at events | More sustainable items across all events to avoid plastic waste. Previously, City SU have supplied Yo-yo’s made of non-varnished wood with aim that it can be recycled. This was a good alternative to Yo-yo’s made of plastic. | City SU give out a lot of freebies throughout the year, even at smaller events. This will not only allow students to dispose of their items in an eco-friendly manner, but it will also promote buying sustainable items.  The reduction of non-sustainable items to be reduced by 50%. | Yes - providing new suppliers with reasonable costings are found. | Yes – enough time to plan over summer in preparations for new academic year.SG to MK & CM; items used for events; quality of items. | August 2019 | MK, SG, CM | In progress |
| 4. Companies demonstrating sustainability at Freshers’ Fair 2019 | Plastic-free freebies at Freshers’ Fair. | Incentive for companies to supply plastic-free freebies at Freshers’ Fair: 10% discount initiative will be brought forth to the ‘Welcome Board Project’ meeting for discussion. It has been intended that there is at least 10% reduction in non-sustainable items supplied by companies. | Committee decided previous idea might be difficult to get companies to comply, possibility of deterring companies from attending Freshers’ Fair. – Hence discussions will take place at Welcome Board for idea to advise companies to go plastic-free at City Freshers’ Fair with a discounted incentive. | Meeting with Welcome Board Project to push through this notion in time for Freshers’ Fair (19th/20th September 2019). | August 2019 | MK, SG, CM | In progress for discussions |
| 5.  Green Impact as agenda item at team meetings | Regular updates of Green Impact, informing all colleagues of progress. | Good opportunity to include all staff in sustainable measures at City SU and the wider University.  These meetings will be recorded and can be looked back at if necessary. | Yes – can be introduced in next team meeting. | Yes – possible for fortnightly discussions. | Team meeting occurs fortnightly. | SG, open to all. | In progress |
| 6.  Planning of Green Impact 19/20 | Green Impact Awards has been discussed - where responsibility should lie. | The teams involved (Representation, Finance, Marketing teams) will devise plans for new sustainability measures at City as well as complete the Green Impact Awards for following year. | Yes – Sufficient time in order for efficient planning to go ahead. | Yes - Sufficient time in order for efficient planning to go ahead. | July 2019 (Over Summer period) | Representation Team – AW, SG | In progress for discussions |
| 7.  Food Waste Bins | SASS Student Experience Committee students’ request for more food bins to be available around University. | Provision of food waste bins around University.  The percentage increase of food waste bins will increase throughout University. We currently has zero general food waste bins other than the canteen areas. | SG to hold meeting with Jess & Ellie from the University Sustainability department for possibility. | Meeting needs to be scheduled with City SU (SG) and Sustainability department. | May/ June 2019 | SG | In progress for discussions |
| 8. Reduce paper waste throughout City | For the use of Board of Trustees | Encouragement of widespread use of laptops/ iPads in order to cut down on printing and paper waste.  The purchase of iPads/ laptops will enable a high percentage of reduction of paper waste – by 50%. | Yes – need to notify staff members from other University departments to comply. | Yes | August/ September 2019 | Chair of Board | In progress for discussions |
| 9. Student Sustainability Survey | Engaging with students to get an understanding of how sustainable City is, and how they would like the Union to implement be more sustainable measures. | Reports of the survey have been noted and committee has flagged on finding out what sustainable issues students are interested in, in order to implement the results found in the survey. | Yes – already happened | Yes – Survey carried out online. Scope for future focus groups to gather more qualitative data. | February 2019 | KT | Completed |
| 11. Community Fund Project | Student-led Tree Planting Exercise.  Student-led Solid Shampoo/ soap building workshop | International students involving themselves with wider community in London besides studying.  Tree planting  Environmental awareness   * Contribute to community’s growth.   Presentation/ Seminar on sustainability. Stalls/ tables where students have opportunity to mix ingredients & make shampoo/ soap bars to ensure plastic-free alternatives to shampoo/ liquid soap packaging. | Yes – however, there was a budget difficulty  Yes | There was a budgeting difficulty as Community Fund Projects have a maximum on £500 each for expenditure. | Funds allocated. Dates of projects TBC. | SG | Ongoing |
| 12. Environmental Committee | Regular meetings with SU staff committee members on sustainability. | A chance for committee members to have their input on ideas they may have to ensure a more sustainable City.  These meetings will be recorded under sustainability and are accessible for staff members. | Yes – as of April 2019 the committee have met twice. | Yes – effective measure as new actions are proposed each meeting. | Occurs every two months. | NB, SB, AW, SG, MR, MK, RA. | Ongoing |
| 13. Cup Initiative | The ‘Bring Your Own Cup’ initiative was set up to encourage student around campus when purchasing hot drinks from our on-campus shops to reduce coffee cup waste. | Bringing your own cup has positives as there is a 30p cost reduction when ordering hot drinks within one of City’s on-campus shops.  The number of cups sold at each shop/ canteen on campus has been recorded, there has been a reduction of waste throughout University. | Yes – other staff members have efficiently communicate with those Students’ Union staff members involved in this initiative. | Yes – staff (KT, SB) liaised with staff members from other departments (Sustainability & Sodexo – University catering) for information on current actions in progress for the reduction of coffee cup waste at City. | Yes – staff from Sodexo and Sustainability have enabled 30p reduction in cost for those who bring their own cup for hot drinks.  Sustainability department also working with Sodexo on looking at ways in which they can promote recycling throughout the University. | KT, SB | Completed |