

Team Actions and LEAF

A guide for managers and champions

Introduction

Dear Colleague,

Environmental sustainability is extremely important to The University of Manchester and is core to our strategy. We have made some ambitious commitments to sustainability including:

- We will play a major role in the city becoming zero carbon by 2038;
- We will eradicate avoidable single-use plastics from catering, stationery and laboratories by 2022.

Work is underway to meet these targets but we cannot do it alone; to achieve a zero carbon future we will all need to play our part and take action both individually and as part of teams.

To support staff to play their part, we have developed two key engagement programmes, Team Actions and LEAF, which will facilitate staff to take action as teams and reward them for their effort each year.

The Environmental Sustainability Team will be on hand to assist staff throughout the process, providing advice, guidance and resources along the way. We will be running a series of roadshows to introduce the schemes throughout the start of the year.

Your role as a manager or champion is extremely important in maximising take-up and impact. I'd like to thank you in advance for your crucial role in supporting staff to take part in these schemes.

Nalin Thakkar

Vice President – Social Responsibility

Key messages at a glance

Team Actions

Team Actions is part of the University's award winning 10,000 Actions portal. Staff are asked to form teams and collect points through completing actions on the portal, working towards a bronze, silver or gold award. The actions cover both environmental sustainability and social responsibility.

To register a new team please contact es@manchester.ac.uk

A team can be made up of one or more staff members, once registered each staff member is required to join the team via the portal.

A midway audit will be offered in March / April and a final audit in October / November

An awards ceremony for participants will be held in December 2020

LEAF

LEAF is a sector-wide framework for sustainable laboratories. Staff are asked to form teams and collect points through completing actions on the portal, working towards a bronze, silver or gold award.

LEAF seeks to produce comparable data on efficiency and sustainability, through the use of in-tool calculators. These are completed by team members before and after participating.

A team can be made up of one or more staff members, teams can sign up by contacting es@manchester.ac.uk

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Step-by-step guide

1. Keep staff informed

Once Team Actions and LEAF have launched begin to let staff know they can sign up. You could do this via the following ways:

- Talk about it in team meetings.
- Mention it in any regular emails you send to staff.
- Encourage attendance at roadshow events.

2. Enable your staff to participate

Please encourage and allow staff to set some time aside during the working day to complete the programme.

3. Update branding

Please request that any branding from the previous Green Impact scheme is replaced with either Team Actions or LEAF branding. For example this may be in the form of the following:

- Email signatures;
- Noticeboards;
- Websites;
- Newsletters; or
- Social media.

4. Report progress

You will need to report against the number of teams in your area through the Annual Performance Reviews. There are leader boards on the Team Actions site where you can track the progress of your area against other teams at the University. The Environmental Sustainability Team can assist with data on LEAF.

Get in touch

If you have any questions about either scheme please contact es@manchester.ac.uk or call 57686.