

ACE NPO webinar 2022 (second version)

Mon, 6/20 1:10PM 1:02:31

SUMMARY KEYWORDS

organisation, next slide, data, enna, reporting, building, programme, report, impacts, travel, submit, add, npo, footprint, tools, estimate, support, environmental, select, click

SPEAKERS

Becky Hazlewood, Enna Uwaifo

B Becky Hazlewood 00:21

Welcome everybody that's joining the webinar. We're just going to give it a couple of minutes to make sure everybody's in before we get started. Okay, good afternoon, everybody. Thank you very much for joining this Julie's Bicycle webinar on NPO reporting. My name is Becky. I'm a project manager at Julie's Bicycle. I'm here with my colleague Enna, our sustainability coordinator who leads on NPO reporting, and also my colleague, Farah, is working away quietly in the background to support the technical side of things. So just a little bit of housekeeping before we get started, the conversation today is going to be recorded, and we're going to share it after the session along with a transcript and the slides from today. Your microphones and videos are all switched off by default, but you are able to use the chat function or the q&a box. If you do have questions today, please don't post them in the chat because we might miss them. If you could please use the q&a function. And we have plenty of time for questions at the end of today's webinar. So we'll try to get through as many of your questions as we can. Closed Captions are available. So you should see a button in your zoom controls either at the top or the bottom of your screen saying CC and that will enable those closed captions for you. If you have any technical difficulties today, you can message Farah directly or you can use the chat function and select all panellists and we'll try to respond. Otherwise, the messages will be sent to everybody by default. So, the agenda for today, I'm going to briefly introduce Julie's Bicycle to you. For those of you who might be new to what we do, I'll give a brief overview of the main elements of the ACE programme along with some other programme updates for you. And I'm going to hand to enter who's going to go through detail the NPO reporting process what's required for this particular reporting period, and an overview of how to use the Creative Green tools. So we have a range of people in the audience today, some of you will be completely new to reporting and this will be your first time having a go with the tools. Others of you might be more experienced in here for a refresher. So this webinar is really aimed to meet everybody's needs as best as possible. So a little bit about Julie's Bicycle. Our vision is a creative community that is empowering action on climate change. We're a charity and we were founded in 2007. From within the UK music industry to respond to the climate crisis. We now work internationally across the entire cultural sector. And we support and empower the sector to reduce emissions by taking practical action founded in data and science and advocate to and for the sector, publicly speaking out about climate and ecological issues, using creativity to inspire our audiences, each other and the wider movement. Building the movement at this really, really

crucial time in tackling both the climate and ecological crises. So our objectives at Julie's Bicycle are net zero, restoring nature, inspiring public action and also, crucially, championing climate justice. So our work at Julie's Bicycle is at the intersection of arts and culture and action on climate change. So this slide here gives an overview of all of the different areas that we work on, the different types of work that we do. But we convene a diversity of expertise and practice, we build understanding of environmental issues, and how the sector can impact on those issues. That's through the research that we do. carbon footprinting understanding attitudes and opinions within the sector and externally to the sector, and building case studies of good practice that everybody can learn from. And we connect and share knowledge and learning in order to scale what works. So we champion the sector as an agent, for transformative societal change, but we work with everybody, from individual artists all the way through to larger networks, and larger groups as well. So one of our key strands of work is the Arts Council Environmental programme, and we've been working with the Arts Council since 2012. And so the Arts Council Environmental programme is a pioneering policy intervention. And it's really galvanised change across the arts and culture. The programmes rooted in data. So by collecting quantitative and qualitative environmental data from NPOs, we're able to create a footprint for the sector to really understand impacts, evaluate and develop ways of tackling impacts and also build business cases for further action. So in order to support this policy measure, Julie's Bicycle develop a range of training events, such as the one today, webinars, podcasts, lots of different resources, such as briefing papers. And those are all aimed at supporting environmental literacy and facilitating the exchange of environmental best practice. So all of those resources are available on our website, we have a huge huge range of different things available all for free through our resource hub. So please do take a look. So every year we produce a report, using the data that you submit to us through the Creative Green tools. So we analyse the data that you submit, and then we look at the key trends, new practices that are occurring, things such as financial savings, and evidence of new creative ecologies as well. So we've just released the report from 2020-21. I think it's a couple of months ago now, and historically, the programme has shown us that carbon savings that people are achieving, are also being experienced alongside a whole other range of benefits beyond the carbon savings themselves. So that can include things like improved staff wellbeing and morale, reputational benefits, access to new funding opportunities, new artistic commissions and greater organisational resilience. And this year, some of the key insights from the report are here on this slide. So we found that 88% of NPOs include environmental strategies, sorry, environmental sustainability in core business strategies and plans. 55% of NPOs are now formally recognising environmental responsibility in job roles. 72% have found environmental policies useful for supporting funding applications. And 57% have produced programmed or curated work, exploring environmental themes. So that's a really, really encouraging set of statistics. These are some of the recent reports that we've launched. So we've just launched the creative climate justice hub, as well as a guide on climate justice. That's got so much information and it's a really exciting piece of work. So please do take a look at that. We have the spotlight programme Net Zero report, which breaks down some of the findings from our spotlight programme, and looks at how organisations can transition to net zero. And then we've also released food culture, which is about the impacts of the food and drink that we consume within the cultural sector within our venues, and what organisations can do to reduce the impacts of food and drink. Some events that we've got coming up, the next event that we have is a webinar on climate finance, that's on the 23rd of June at 10am. Following on from that, we're holding a peer sharing session on climate action and operational systems. That's the seventh of July at 3pm. We're producing a briefing on energy in July. And then finally, we have the ACE and Julie's Bicycle national events happening this October, so do keep your eyes peeled For more information about that event coming up, and do subscribe to our bulletin via our website, if you haven't already. And then you'll receive all of the information

on our upcoming events and programmes. We are discontinuing CG certification. But for those of you that have a historical CG cert, it will be capped on the CG tools where you can still view it. I'm going to hand over to Enna now to go through the reporting requirements for this year.

E

Enna Uwaifo 11:18

Hello, my name is Enna, and just to answer your question really quickly, Anna. Yeah, we will be sharing the presentation for rereading, so you will have that presentation to hand. So we're in the month of June now. So this month, the email helpdesk will continuously be open and the phone line will be open from nine to 5pm, Tuesdays and Thursdays. And in the last week of reporting, this will be increased throughout the week until the end date of reporting, which is the 13th of June. And we still have an offer of dropping sessions. So if you do need extra help respond to us. I mean, email us and we will put that in if you feel like you can do with extra support. And this will be booked on Wednesday mornings. Again, we are asking NPOs to email first, for bookings and all all inquiries. But the phone line is still open, If you do feel like that's more of your style of talking. Next slide. So you're required for NPO reporting to upload an up to date environmental policy and action plan to Creative Green tools. We'll show you how to do that later, as well as your environmental data. And this will be for the financial year of April 2021 and March 2022. This is mandatory this year, in past years this has been optional due to COVID. But now that the secot has opened up, it's now mandatory, and the deadline to submit audits is the 13th of June. Next slide.

B

Becky Hazlewood 13:02

Great thank you, Enna. So, in terms of what you need to report on as an NPO, you should be able to find you should already know your reporting requirements, they should have been agreed with your relationship manager. And they can also be found in your 2018 to 2022 funding agreement conditions. So NPOs are required to report on impacts that are most relevant to them. So each NPO therefore reports on the different impacts that reflect the varied nature of the different organisations within the NPO portfolio. As all the NPOs range in size, art form and resources. So if you're unsure on what you need to report on, you can find this out by the tools as well. And it shows one way of thinking about which impacts are most relevant to you. And thinking about how you operate as an organisation. So for example, if you look at the table for a building based organisation, such as a theatre, museum or library, if you operate out of the main office building, and then the impacts relevant to you would be those connected to the building. So that would be things like energy use water consumption or waste produced by the building, so if you're a non-building based organisation, and you operate in a building that you have limited control over such as a service office. Then some areas that you might look at might include, for example, business travel, any touring work that you do, and the related emissions from the tours, or any events that you hold such as festivals, shows and productions. NPOs don't have to report on everything. The idea of having a requirement is to encourage organisations to think about where your biggest impacts are. So, if you do feel like your reporting requirements don't reflect your the activity that you do currently, it's really important to raise that with your relationship manager or contact us as well at Julie's Bicycle. If you for any reason require an exemption, contact the support inbox at support@juliesbicycle.com. Please give clear reasons on why you need an exemption. And then we'll be able to liaise with you about that information. I'm going to pass back to Enna now.

E**Enna Uwaifo 15:41**

So, one of the most popular requirements for reporting is energy data, and you can find your energy consumption usually on your energy bills, and this will be measured in kilowatt hours. Or you can find it in a manual metre reading. Next slide. Another popular one is water data. Again, it can be found in your metre readings or water bills, and is typically measured in metres squared cubed. next slide. And waste data is another popular one, it can be a bit more complicated, because of the way the tools work. But you can do this in tonnes per waste stream. And this will be found on your bills from your contractor that collects your waste. And it will typically be measured in tonnes. Or you can use estimates to figure out which is one of the more popular options, which is where you will have a drop down, which will show you the different ways you can measure your bin collections on a weekly or monthly basis. So this could be the number of weekly wheelie bins taken in a month, for example. And you can enter that into tools. And we'll go through this a bit later as well. Next slide. And travel data. So for business travel, you need to be recording the miles travelled by individuals in your company, and the number of people travelling as well and the vehicle type. And this will all be laid out in the tools. And we'll show you this later again. There's a bit more of a complicated formula in terms of flight and train travel. But again, we'll go through this later, business travel is basically travel done for the purpose of the business and within business hours. So yeah, if you take a flight that's outside of business hours, but you're doing it for work for example, that would count as business travel, but you commuting into work and commuting out to work is not business travel, that's just staff travel, which is not something that is collected by ACE. Next slide.

B**Becky Hazlewood 18:02**

So we have made a few changes to the CG tools. So for those of you that are already familiar with the tools, we've made a few changes to make them more user friendly. So we've introduced larger and different fonts to increase accessibility. We've also changed the colour scheme and some of the page layouts and we've also made some security improvements as well. So I'm just going to walk through what it looks like basically when you sign into the tools. So this is the page where you sign in when you first go to the website, you'll need a username and password. If you're a new user, you can sign up using the signup box here. And when you enter into the homepage, this is what you'll see. So you can view your total carbon footprint. And you can view trends and footprints for individual projects or buildings. And you can also see whether you have a Creative Green certification or any other documents that you've uploaded, such as policy and action plans. So you can use the navigation bar at the side of the screen there on the left in the red box to navigate around your account. So on the left, you can see you can click on results, data or documents and we're going to talk through what each of those pages looks like. So if you want to add a new user to your account, you click on the top right where it says organisation details. And then on the new page you click add new users and there you can add the email address of the new User to your account. So you can do this if, for example, if responsibilities have changed internally. But if you get stuck you can also always contact the support email to do this and remove previous owners if they're not needed on the account anymore. So on this page, this is where you upload your environmental policy and environmental action plan. And the idea of uploading these is they're really meant to be relevant to what you're working on internally in terms of your environmental policies and action plans. So they should be up to date, and they should be updated every year as a working document. So when you click on upload, you can see there you can click on what kind of

document it is. So for the environmental policy, you can click there. And then you just use the Upload button. You do them one at a time. And don't forget to actually click that upload button before clicking back otherwise, the document won't get uploaded.

E

Enna Uwaifo 21:12

So sorry, I got a bit stuck trying to get back into zoom. So yeah, this is basically the exciting part, which is where you upload your data. So you click on the Data tab, and then you go on add data. And this will show you a bunch of different options, such as what you haven't completed yet, such as if you basically if you started a footprint, but you haven't pressed submit, it will show you the incomplete footprint. And then you click to select a new footprint for an existing building. And you can create a completely new footprint for new buildings and projects. Next slide. So as I said before, this is where you can see what you were working on before, if you click on Edit, you'll be able to go back and complete the data again. And then for this part, if you basically have a building that you have reported for for the year before, for example, in 2020, and 2021, the name of the buildings and projects will show up when you click on the drop down. Next slide. Right, so you can see that here. And then basically you select a new year. So you're continuing, you're continuing to the report for that old building that you did before. And so you're able to see the progress of how energy consumption and different measurements footprints are changing over time, for example. So you will be able to build on that by pressing on the spot the Add Data section, and then you click Create to start working on footprint Next slide. And for creating a new building or project, say you haven't worked on a project or you have a new building that you're in currently, or yeah, basically you moved office or you built a new building over time, or you're working on a new tool, then you will go to this option. Next slide. So for creating a new building, you click, what type of building, is it office or is it a new cultural building? And then you select the sector that you are currently in, And then you provide the the building name, and then select Save. Next slide. For the new projects, you will again, select the type of project and select the sector that you're in, and the name of the project and select Save. Next slide. So on the same data tab, before we were on Add Data, now you can go to footprints, and then this will show you the historical data or what you're currently working on. And so the first page is building page and this will be ordered by the name of the building essentially in alphabetical order. And then the next page next to buildings is projects and this will be ordered by projects. Next slide. And then yeah, I think this is probably the preferable choice for people who are looking for something which is just to see how, when you want to quickly find the footprint and you just want to go by year then this is the option. You can click Edit to basically select the data you want to work on or want to look at. On the status things its quite important, if you want to see if you've uploaded or submitted and come through to us, if it's submitted that means we have received it. If it's incomplete that means you have not pressed submit, if it shows grey, as inactive, and yeah, it will be named inactive. That means that you have not clicked something, which I will go through a bit later. Next slide. Yeah, for the most accurate emission calculation, please report for the whole year. And so this is quite important when you're especially reporting on estimates, as they tend to go through the whole year. So if you were to lock it into quarters, for example, you might be making a repeat calculation. So you can end up reporting for four years rather than one year, if you do the estimate wrong. So it's better to just do one footprint for the whole year. In terms of buildings, projects, and the way it's ordered on the tools. Next slide. Okay, so we're on the general page, so remember what I said about the inactive bit, so you select your year that you're reporting on, please select 21 and 2022, If you're reporting for this year, I have had to go back and tell people to check their year. And so I think that's something that's easy, very easy to say to happen. It's an easy mistake to make. So please check on that before you report.

If you are using estimates, then leave this unchecked, leave the first box unchecked. when it shows inactive on the data part where it says where it shows all the footprints, That means you haven't checked the second box basically, which means that it's not going through the results page and you just, it's there, but you can't see it. So all you need to do is go back and click on the second box, and then it will come through to us, we'll be able to see it And you'll be able to see it in the results page as well. Yeah, select your footprint name, select the country and region. Next slide. So here, you're able to add more information about your buildings. So you know, select the type of ventilation it has. the office space, If you need to find out where that is, say if you're new to the organisation, and you don't have that information, but you know you're in the same building. Sometimes you can just go back to historical data and click Edit. And then you can scroll down to this area. And you can see the measurements of the office space So try to look for where you might where the previous admin might have saved it before. And then you can find some extra information about the actual details about your office. Yeah, if you have any information that you want other users to know, then you can write that on the notes page. If you want just more robust context that they might want to read. If you have anything that you need to flag with us, it's better to just go to the emails rather than use the notes page because we might miss that. Next slide. Always remember to save as you go. If there's an error message that shows up that says data cannot be saved, please send the message to the support inbox and we will get back to you on it. Next slide. And so you can select this if you're using defaults for electricity and gas, but hopefully you shouldn't have to check it and you should have your actual values if you have access to your energy bills and water bills. And so you just select what I said before go to your bills and create the calculation for the year and add that in to your electricity use your gas use. bottle use is not typically popular. But yeah, you can add that too as well as your on site renewable energy and oil. next slide. if you want to add extra information about your electricity supplier, which we will encourage you to do, we have most of the UK electricity suppliers on the tools so you're able to click the drop down and select your energy supplier there. And you can check if they're on a if there's a green tariff, usually you will know but if you're unsure you can always check with your energy supplier to see if they count as a green electricity tariff. Next slide. Next slide is water use so again, check back on your bill Make a calculation for the whole year. And then you add that data in here. And water use and wastewater typically the same calculation, but again, double check. But yeah, that's basically what you enter into this area. Next slide. And like I said before, if you want to do by tonne tonnage per stream, then click tonnes. And that typically isn't a estimate. So you can calculate that for the whole year. Where the estimates comes in, it's typically [...]until you get to skip and then that's not an estimate. So yeah, you can do bi-weekly bin bags that are taken out of the monthly skip collections and the monthly wheely bin collections. And, again, for these estimates, please do not split them off into quarters or anything like that. Just do it once on the tools. Yeah, next slide. For audience travel, this is something that people usually calculate using survey data. So this is for venues and cultural buildings, for example, rather than office use or anything like that. So you basically have a survey that the audience can enter, what form of travel they use, and the distance they travelled. And then you create the averages, and then you enter the averages into the tools. If you go to the general page as well, there's going to be a section on tickets, tickets, and yeah, tickets sold and etc. And then, if you want to use the estimate, instead, you can just click on use the and the tools will do a calculation in the back and generate an estimate for audience travel. Next slide. Just like what I said before you select the type of this is for cultural venue venues and cultural buildings you select the type of venue it is the floor area of the building, the type of building age, and who owns the building, and you select the number of attendees, the number of spaces used the capacity of the space, I think for Yeah, for touring data, for example, then you will have the ticket numbers, and etc. And you can use the use estimate bits to create an estimate from that. Next slide. This is business travel, which goes back into Office data rather than venue and

culture buildings, But they can also be included for that. And so again, this is not including staff commuting into the office. This is travel done by employees of the business for the purpose of the business, done within business hours. But also it can include it can be outside of business hours if it's excluding commuting into work and going out of work. So yeah, so walking doesn't generate any emission neither does cycling. car use, it will tell you to add the vehicle type and the distance travelled, And then you create the measurements, add the measurement from their. motorcycles, Again, it's quite similar to car travel. And as well as taxi and bus. And for bus, you add the number of people as well. And to add extra extra journeys, you just click on the you click on the plus button, and then it will create an extra journey. So you can add multiple journeys into the business travel. Next slide. And so for train & flight, the calculation is, is more individual. So it's generating a individual footprint for each person on the flight. Rather than - even if you're on the same train, for example, with 10 people on the same train. It's not going to calculate for one person is gonna calculate for every single person in your company. So say if the admission was like, basically you're just basically calculating for is basically the individual calculation and then it adds up everything in the end. So for example, if 10 People took a train to Manchester and it was 100 miles, then a total miles would be 1000 and the emission will generate from there. Hopefully that's understood. And it's quite simple similar to flight travel is calculated very similar to flight travel as well. Next slide. And this is now going into project data. So yeah, select the year, and you select the date range covered. So, tours are obviously not done by on a yearly basis or done throughout the year, but it's done within a specific point of the year. And so you basically select the range here, you can be very specific about the dates. Again, please check the second box, if you don't want it to show up as inactive. Or if you want it to come through to us. Next slide. Then you have personnel travel, which is very similar to business travel to be there. And yeah, so that's just the business travel version of a project under projects basically, next slide. Um, you can do production. So this is basically the moving of stuff. So tour equipment, for example. And if you have like a truck that you put all that in, then that would be freight travel. So yeah, you enter the weights, you enter the weight transported, distance travelled, and the vehicle type vehicle type. Yeah, next slide. The next is test production. So you can, again, you can be very specific on the dates, and you can add stuff like materials, lights, and set design. Next slide. So, at the very end, please click submit if you are done, remember to click submit or whilst if you need to check whether you submitted or not, if you're just unsure, go to the Data tab, check on the year. And if it shows up as incomplete, then that means you haven't, pressed submit, click on Edit, and then just go to the Submit page. And you'll be able to submit from there. Next slide it will show you some missing data is based on your based on your requirement or just things that they want you to add, you can go back and add that but if it's still coming up, if it comes up with that, but you clicked submit we're still gonna see everything so and it will count as a submission. So don't worry too much about that. These red bits, these red bits coming up. And if you want to see the results page, you can go to View Results. Next slide. If you need to, yeah, if you want to go back and edit, please just go back to the footprints page. And if you need to delete anything, click delete and it will ask you to type delete, and then it will delete it for you. Next slide. So we have the beyond carbon aspects of the tour. So this allows you to enter qualitative data and more details into what specifically your organisation or organisation is doing to basically be more energy efficient and carbon and reduce your carbon impacts. So you can report on things such as the benefits of environmental actions that you're seeing the creative programmes that you're working on, and governance and leadership and everyday good practice. So, this is some of the stuff that the normal form will not be able to capture, capture, but we will be will be able to see it if you add it into the beyond carbon section. And this is also something that we use for reporting. So what you see on the annual report, some of it comes from beyond carbon data. Next slide. So to see and compare your organisation across years, you can go to results the results page, and it will generate the most recent submission that you have. And so right

now on this account it's only energy data that's been submitted so it will show the year the impact which is energy, and the amount of carbon released carbon emissions released. Next slide. You're able to look more closely into your impacts by clicking on each of the pie charts each section of the pie chart and so for this example it shows personal travel and it will show whether it's a short haul flight and bus so the only form of transport taken was by personal travel was some flights and a bus. You're able to put it in the full screen you are able to download the image as well into an image or a PDF file, and you can also view it by footprint. Next slide. So you're able to compare across your, across the years through the compare section. And so you're able to see how you've been doing across the years. Of course, the data for 2021 and 2022 is gonna look quite different for many organisations, but don't worry about that. It's because of the vast changes in hybrid style that's been integrated into the cultural sector, which means that your data is going to be a little bit different, but that's okay. So you're able to see the different impacts, and it will be shown in different colours. And you're able to basically click on each of the impacts below the chart, if you want to just see one source of impact. So when you click on one, it will disappear. And so if you want to look at one of them only, so say, if you wanted to look at only audience travel, for example, then you will basically click off, get rid of the rest by just clicking on the rest. And it will just show audience travel. Or you're able to look specifically at different buildings and projects by going on the right hand side, checking the years that you want to choose, so maybe you want to look at 2017 and 2018, alone, and 2017 2018 and beyond. So you click on 2017 and 2018. And then it will get rid of the ones before that. And if you want to look at specific building or project then you're able to click on that to. next slide. For further detail, you can go on the detail slide over the detail part of the section and it will show you a bit of a more detailed breakdown. Then it will show you the gas. If you use gas, it'll show you that. It will show you gas and gas weather normalised will encourage people to use gas weather normalised this screenshot is not accurate, it's typically more closer to the gas figure before. But yeah, weather normalised basically just means that weather companies that basically just make adjustments on your energy consumption based on the variations or variations in the weather. And so you get a bit more of an accurate figure on your actual energy use. That's more kind of getting rid of the anomalies in the weather. You have oil, on site renewable. And let's just see. So if you want to see like a more detailed version, say if you just need to look back on the data, and you just want to see the exact figures, then you go into the detail part. And the left section where it's similar to the compare side, compare section. So you just click on the building or projects that you want to look at. And they will show more detail on that one too. Next, slide. Next slide. Oh, yeah, so to compare your organisation to others, then you go on the benchmark. And there's some data in the back end, which is basically used to produce the benchmark, and it's adjusted to the size of the organisation. And so you select the different entity, which is just basically the projects or buildings that you want to look at, and select the benchmark that you want to use on the right hand side. Next slide. pass that on to becky.

B

Becky Hazlewood 44:23

Great, thank you, Enna. So this is just some final things to remember. So the deadline for the NPO reporting is the 30th of June. Remember that your data should refer to the period from April 21 to march 2022. So the financial year. So when you submit your results, don't submit until you have fully completed your data entry. Otherwise it will come it will show on our screen as incomplete and it won't show up on your results page either. And then finally, remember to upload your policy and environmental action plan too on the documents page of the tools. And this is just a reminder of our support and resources. So the tool, the website for the tools, most importantly, you can email or phone us. So the email is support@Juliesbicycle.com And the

phone number is there for you as well. But you can find those details also on our website. And yeah, our resource hub also has a guide to reporting your impacts as well on a PDF document. Great. So that now leaves us to the q&a. So I can see we've already got some questions in here. So let's get this up. And we will try to get through as many of these as we can. Okay. Okay, so I've got a question from Sarah here. We're building based but we have also previously reported on business travel, do we need to continue to do this? So sorry, you'll need to check your reporting requirements under your funding agreement. That will tell you whether or not you need to continue to report on business travel. The other thing to say is, you might find it useful for your own environmental policies and action plans. By continuing to report on business travel, you'll be able to see whether you're reducing your impact in that area if you've got pre-existing data, but you can find out on your funding agreement. Do we need to estimate energy for people working from home? That's a good question. And it's one that comes up quite a bit. Currently. No, we're not asking you to estimate energy for working from home. It's just your office buildings. For the energy water waste readings, shall we get that information and report it? If the building we're hiring office space from also reports it to JB? Enna's going to answer that one for you.

E Enna Uwaifo 47:36

So if they're also reporting to JB, it can end up double counting if you also report it. So it's best to ask them if they're reporting for the whole building, for example. And if they're reporting for the whole building, then just let us know. And we'll note that down as you're not reporting on the specific impacts because someone else's reporting for you. So yeah, just email us and let us know the result of that.

B Becky Hazlewood 48:07

Great, thank you, Enna. We've got a question from Laura Olivia. So can an organisation have more than one login? Thank you. Well yes you can.

E Enna Uwaifo 48:21

Yeah, so you can enter as Becky showed, if you go on organisational details, and you can add the email of the actual user. And they will receive a login link. I can also do this on my end as well if you need help with this, but that's just how you do it. So you add the actual users and they will receive a login link and they'll be able to create their own login details. The tricky bit is that you can't have someone who has two accounts on the CG tools, whilst it's only going to show one of the accounts and you won't be able to access the other one so please make sure you don't have two accounts or you're using different emails if you know you have two accounts on CG tools.

B Becky Hazlewood 49:10

And someone's asked whether it's reporting the financial or calendar year so it's financial year, so that's from April through to March. Hello, we're a very atypical organisation as we were once a working Dockyard, and have over 100 buildings with many of these multiple occupied with

various sub metres. For the past couple of years, we've commissioned an FECR report for the entire site so we can better understand our co2 footprint across the estate. Is there an option for us to report on the entire site footprint rather than per building? That sounds like a complicated situation, but it's great that you've commissioned a report, I think and Enna maybe you're best at answering that one, I think it's possible to put in a site footprint as as an energy data, but you could just label it as one building rather than multiple buildings. Would you agree with that approach? Anna?

E Enna Uwaifo 50:19

Yeah, I would just agree of making it one building and just reporting on that.

B Becky Hazlewood 50:27

It will save you a lot of time and a lot of data entry. Great. When you're on tour, do you need to include any energy, waste, water data for when you're at a venue or community space?

E Enna Uwaifo 50:44

Um, so the energy and water waste data typically refers to Office data. So it's typically not under Tools and projects. But you can if you if you can, you can, that'd be great. But if you're reporting on touring, for example, I would most likely see it as you meeting your touring requirements rather than meeting the office requirements. If you added energy waste and data, for example, I would more refer to buildings for that information if that makes sense.

B Becky Hazlewood 51:23

Great. And someone is asked, How do you find out audience travel to your cultural building. So I would say the most accurate way to do this is to introduce some form of audience travel survey. And you can do this in a number of different ways you might want to do it, for example, at the point of ticket sale, or at the box office on ticket collection, or you can send out something to your members to find out how they typically travel. So that there's kind of lots of different ways that you can go about it in terms of collecting the data, but a survey is definitely going to give you an insight into overall trends and percentages for your audience. We have a member of staff going to fetch hospitality riders for artists about every other day, would we be able to use the cumulative figure as just one entry for the form? If we put in every entry, that list would be very long? So yes, you could you could scale that up and put it in as one collective entry. If you if it's the same data for every day, you could just times it by the number of days, and then input that instead of doing it individually each time. That would save you save you having to type that in many times. Can the data be changed after submitting if mistakes have been made? Yes, absolutely. So you can do that by off the top of my head, I think you go into the footprints tab. And where Enna showed you have the footprints by year or by project, you click on the one that you'd like to edit, and you should and that's on the right hand side, there's a button, you can go back into the footprint and then edit the data where where you need to. I can't see a tab for learners on a programme that might do excursions as a group. But it'd be best to record any journeys like this as a distinct project. So I think you're talking about asking

about group travel here. See if this is for a tour, you can put the number of people into the mode of transport for each leg of the journey. So for example, if 20 people travelled by bus, you could put it in that way. And you could put that into the project. So so I'm not sure if you're referring to a tour or I hope that helps. Do you want to add anything, Enna?

E

Enna Uwaifo 54:30

Nothing much to add.

B

Becky Hazlewood 54:33

Great, thank you. What about our digital carbon footprint? So once we've calculated it, how do we report on it? We don't currently have a section of the tools for digital carbon footprints. That's really great that you're thinking about this though and including it. It's definitely an area that we're seeing a growing interest in. But you currently don't need to report on it. It's not going to be one of your reporting requirements. Could you tell us a bit more about the data expected to be collected and reported for productions, for example, set materials, and also how that is expected to relate to energy, water and waste. So, for productions on the production tab, there's an area where you can, you can put in all the different types of material that you have used for your set, for example, there's also space for things like lighting. So that would be the electricity use for the show, and the show power, for example. And the tools has formulas with carbon factors for different types of materials. So it's able to estimate for example, the emissions associated with using those different materials. I hope that answers your question. If you set up a database for the office and a data set for production, do you have to submit them separately? Or does pressing submit mean everything for your company is submitted? I think you can do it both ways. Is that right Enna? Yeah, you can do it individually for each one. Or you can submit all of your data in one go, I think.

E

Enna Uwaifo 56:44

So the way that I'm technically logging things is that if you press submit, I am going into the tools to see what you have submitted, if you then update it, and then I'm going to update the date that you submit and add the extra bits that you have submitted as well. So you're able to have some flexibility into what you submit within this reporting period. So yeah, so you can do your office data, and then you do your production later, or as long as it's done within the reporting period, it will be captured.

B

Becky Hazlewood 57:19

Great, perfect. Thanks, Enna. Are NPOs required to use the policy and plan template, or can we use another format? That's a great question. You're very welcome to use any format you'd like. So the template is there as a guideline, basically. But it's most important that your policy and action plan reflect the true nature of what you're doing within your organisation and how you have organised those different strands to your organisational strategy. So you're absolutely fine to upload it in whichever format you'd like. To clarify, if we have two users can we both

complete the reporting and split it up and contribute in the same report? Yes, you can. So when you log in, you'll both be seeing exactly the same data and you can both edit various parts of it at the same time. So that's no problem at all.

E Enna Uwaifo 58:43

Creative Green certification has been discontinued already. So there's no scope to actually do it.

B Becky Hazlewood 58:50

I'm sorry, I'm just scrolling through. We've got only got a couple of minutes left. So we'll just try and pick out another couple of questions before we close. But anything we weren't able to answer today we are able to follow up with you individually or you can always contact the support inbox. One more question. Sorry, there's still quite a few questions. I'm sorry if we didn't get around to answering you.

E Enna Uwaifo 59:37

You guys can look and see as well. Okay, great.

B Becky Hazlewood 59:41

We'll do a team effort do two at once. And David has asked can you advise which section district heating network consumption should be recorded in on the energies tab please. Enna, do you know exactly where that should go?

E Enna Uwaifo 1:00:02

So we don't have anything on district heating, I think the best way is to go and contact your, the heating company that you're using and see how you're able to derive individual calculations from that form of that form of getting heating, basically, because then you can add that into the tool analysis and format, but we don't have anything that's really integrated into that form of collecting heating data.

B Becky Hazlewood 1:00:31

Great, thank you. And one last question. Before we close following on from the double counting question. As a touring organisation, should we also check if touring venues, if they're reporting their audience travel or not, there's no need to do that. It's more important for you to understand your audience travel data for your tour. So for example, for the venue that you talk to their audience, travel data will more likely be a reflection of audience travel for all different types of shows for the entire year. So your tour only makes up a portion of that. So that you know you if you think they already have the data, for your which is specific to your

performance, or your tour window, of course, you can contact them to to ask if you can use that data for your reporting as well, to save you sending out a survey and I can see Enna is also writing something for you that will this recording be available to watch back? Yes, it will. We're going to send out the recording to everyone that was registered for the webinar after today. And we'll also be uploading a version on to our website, so that you can go back and have a look at that at any time. Great. Thank you very much, everybody, for attending today's webinar. We'll be in touch very soon with those follow up resources that I just mentioned. So good luck with reporting your data and thank you for joining