

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 measurable (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.

Action	Specific	Measurable	Appropriate	Realistic	Time	Staff Responsible	Status
(1) To introduce a microwave on campus for students and staff	The introduction of a microwave on campus would enable students and staff to reheat home-cooked meals rather than to buy packaged food which is usually less nutritious than home-cooked food. This would also result in less plastic waste and pollution as staff and students are more likely to use re-usable	The success and use of the microwave will be measured by how many times the microwave has been used (this will be monitored by students' union staff) and the figures for engagement with social media posts promoting and encouraging the use of the microwave.	The introduction of a microwave on campus is appropriate as it was a priority initiative as part of the vice-president's manifesto and was subsequently submitted and passed as a motion through student council. Students have expressed dissatisfaction with the cost	This initiative is realistic as it is a priority campaign featured on the vice-president's manifesto and was submitted to student council as a motion and passed. There is clear demand for a microwave from our students. We understand that we will need to get the University's estates	The microwave was purchased just before the Christmas holidays and students and staff have been able to use it since December 2018. The trial period will begin in December 2018 and will end in June 2019 with the option to continue promoting the microwave and introducing a further microwave	Amy Grant (Vice-President)	Completed with a review expected at the end of semester 2.

	lunch boxes for their own home-cooked meals, thus limiting the purchase of sandwiches or pasta packaged in plastic wrapping.		of food on campus and have argued that a microwave would enable them to reheat leftover dinner for their lunch, thus saving them money. Therefore, this will not only improve sustainability on campus but it will help our students save money too.	department on side and they have appeared willing to support this on a trial basis. Providing a high standard of health and safety is maintained, there is the potential for an additional microwave on another part of campus.	following a review.		
(2) To encourage paperless activity across the union	Staff are being encouraged to reduce paper consumption across the Students' Union. A new smaller printer has been installed which will encourage less printing in the Students' Union and staff are encouraged to re-use scrap paper to take notes or to use laptops or	The success of this initiative will be measured by how much ink has been ordered for the SU printer and our orders for recycled paper. This will also be measured by the use of Microsoft Teams amongst SU staff which will encourage staff to avoid	This is appropriate as the initiative has received buy-in from staff across the union. We are joining other teams across the institution in moving towards paperless activity.	This is a realistic initiative as it is a continuation of the introduction of paperless activity in the SU which began in the last academic year. There has been a shift in the culture of the SU towards sustainability and playing our part in	The drive towards being a paperless Students' Union is a continuous project. Whilst we are almost there, there are certain areas of the SU in which there is further development needed to ensure that we can offer a paperless service across the board. One	Sarah Tattersall (CEO)	Continuous

	tablets in meetings instead of paper. We have switched to online payslips.	printing paper hand-outs in advance of meetings.		protecting the environment.	such area is the SU Advice Service, in which we still hold paper copies of case files. However, we are working on embedding a paperless alternative into SU Advice policy which will lead to positive changes in the 2019/2020 academic year.		
(3) To encourage the use of Ecosia instead of Google as Ecosia offers revenue to sustainable projects	Ecosia is a search engine which generates income from search ads and uses that income to plant trees across the world. The University of Sussex is the only higher education institution currently in the UK which actively uses ecosia and we	We will be able to measure the use of Ecosia amongst our members by the number of computers IT agree to use as part of a trial for Ecosia use on campus and by measuring the number of students who say that they have used Ecosia following a	This is appropriate as it was submitted to Student Council as a motion by a Level 4 Event and Tourism Management Course Rep and was subsequently passed by Council. From the beginning, this has been a student-led initiative.	This is realistic as we know that sustainability is valued enormously by the institution and we have a good working relationship with IT services. We anticipate that IT will be receptive to implementing Ecosia on a few computers on campus to	The University's IT department are currently in the process of designing promotional material for the use of Ecosia on campus and it is expected that IT will look to encourage students to use Ecosia from September 2019 onwards.	Georgia Downs (SU President)	Started

	would like the University of Suffolk to be the next institution to do so.	promotional period.		begin with as a trial.			
(4) To reduce the use of disposable plastics on campus	The SU are incredibly passionate about reducing the use of disposable plastics on campus, as are our members. During our Freshers' Fair and Refreshers' Fair for the past two years we have been using leftover stock of plastic bags and have committed to not buying anymore plastic bags for future events. We are also giving out branded Tupperware to students for them to use when reheating food	We will be measuring the success of this action by monitoring engagement with our social media posts encouraging positive attitudes towards reusable plastics and by the number of Tupperware and reusable water bottles that the SU gives to students. The President of the SU meets regularly with the Head of the Café on campus and will be updated on whether there is a high or low number of staff and students	This motion is appropriate as it is a continuation of the SU's efforts to reduce plastic consumption on campus from the academic year 2017/18. Branded Tupperware has been introduced this year largely due to student demand for a microwave on campus.	This is a realistic action as there is significant staff and student buy-in across campus.	We expect this action to be a continuous effort. Whilst we are pleased with the gains that we have made in reducing plastic consumption on campus thus far, we recognize that there is more work to do in this area and will continue to work with our local food outlets to bring about positive change.	Georgia Downs (SU President)	Started

	<p>in our microwave and we will also continue to give out branded water bottles and compostable cutlery. We have placed posters near water dispensers on campus to encourage students to use a reusable bottle and students and staff will receive a 10p discount from university food outlets if they present a reusable cup or travel mug.</p>	<p>presenting reusable cups or travel mugs when purchasing drinks.</p>					
<p>(5) To go local – to encourage the use of local external services and entertainers for SU events and activity</p>	<p>The Students' Union have pledged to use local external service providers and entertainers for SU events and activity. For example, this has included a</p>	<p>This can be measured by the mileage of local external service providers and entertainers used.</p>	<p>This is appropriate because as a small community impact institution we aim to champion the local community. Despite being</p>	<p>This is realistic due to our excellent working relationships in the local community.</p>	<p>This is continuous and we pledge to continue our efforts to go local.</p>	<p>Sarah Tattersall (CEO)</p>	<p>Started</p>

	<p>local entertainment act for the Christmas Disco, a local photographer and videographer for our events, and local entertainers for the upcoming Summer Ball. We have also been ordering SU merchandise from Impress Ipswich, which is a local company. By going local, we are reducing the miles required to get SU purchases, services and entertainers to our location.</p>		<p>a small students' union, we have chosen to prioritise spending our money where it is least likely to negatively impact the environment.</p>				
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