

Template draft of email for the president to write to the head of house following the passing of the JCR/MCR motion.

- The email will include the Sustainability Commitments as an attachment:
<https://docs.google.com/document/d/1omeWCMA8giJyhshu0AuZRU2Cu1TRfDEDG3DbXtgLLrg/edit?usp=sharing>
- Note that you might want to mention any actions already taken by the college to show you aware of the position they are in. The tracking document has all the known examples of sustainability actions taken by colleges:
 - o <https://docs.google.com/spreadsheets/d/1XYYzAWTvaawxMQymIwhqRPfGxo8mbYa6BHjX0tstuWA/edit#gid=0>

Dear [],

I'm writing to ask about [college]'s current plans regarding development of its sustainability strategy. The student body is aware that the University Sustainability Department has recently proposed a new target of **net zero carbon and biodiversity net gain by 2035**. Given this, we feel the time is right for individual colleges to respond to the climate emergency and commit to targets which at least align themselves with those of the wider University. It's exciting to hear about the work of the Conference of Colleges in developing some initial sustainability best practices across colleges. Given this, we feel there is an opportunity for [college] to show leadership by demonstrating to other colleges how to decarbonise the college and protect biodiversity.

At a [JCR/MCR] meeting that took place on [date], the [JCR/MCR] passed a motion in support of the following aims at college:

- a. Commitment to carbon and biodiversity targets which are at least as ambitious as those in the new University strategy by the beginning of Michaelmas term 2021.
- b. Development of a formal action plan which describes how the targets will be achieved, such as the Sustainability Plan endorsed by the [JCR/MCR] and attached in this email.
- c. Development of a system of monitoring and transparent annual reporting of carbon emissions by the beginning of Michaelmas term 2021.
- d. Setting up a designated sustainability position or sustainability fellow, and a sustainability working group that takes responsibility for progress.

In addition to supporting these aims, the [JCR/MCR] passed support for a Sustainability Policy Proposal which is attached in the email.

We recognise there are some key resources in Oxford for tackling Sustainability in colleges. First, the Sustainability Working Group of the Conference of Colleges have done vital work in researching sustainability across colleges and developing a report of best practices (which they are hoping to circulate in Hilary term 2021). With this in mind, we feel the time is right for [college] to show leadership in setting these more ambitious targets and developing a sustainability action plan which is right for the college to achieve those targets. Second, the Oxford Sustainability Guild which was set up by Bart Ashton from LMH is providing a series

of workshops and discussions for college staff to tackle sustainable action in colleges. Their first workshop is taking place on February 25th this year:
<https://www.eventbrite.co.uk/e/workshop-whats-the-new-university-sustainability-strategy-tickets-138742896739>.

As a student body we are well aware of the difficult and unusual circumstances as a result of the pandemic, and the extra work this has created for college staff. Therefore we are committed to helping college develop its response to the climate emergency as far as we can. We have proposed the attached sustainability policy as a starting point for this purpose. We hope we can contribute to the work done so far at college and through the Conference of Colleges, and to support the college in the development of concrete sustainability targets in the coming months.

We would greatly appreciate it if you were able to meet with myself, the Environment rep [E&E rep name], and [college rep name], who proposed the attached sustainability policy, to discuss the next steps in developing the college's response.

We look forward to hearing back from you soon and working with you to help make [college] a leader in these unprecedented times.

Yours sincerely,

□