

Environmental Sustainability Working Group (ESWG): Terms of Reference

June 2025

Purpose

The Environmental Sustainability Working Group (ESWG) is a *strategic* body that has been formed to embed the operational aspects of the R2030s 'Environmental Sustainability' Strategic Enabler across the University and help ensure its success by:

- Providing a single reporting structure for environmental sustainability to Executive Board, and further, that recognises progress, celebrates successes and identifies challenges.
- Coordinating the delivery of all relevant sustainability plans and strategies to avoid duplication and to help identify further opportunities to mitigate against and adapt to the climate and biodiversity crises.
- Enabling a joined-up approach to our supporting activities, including communications and finance.
- Providing guidance to the business, giving support to proposed projects and initiatives, and gathering evidence for any future decisions regarding spend and resourcing.

Membership

Group leadership and secretariat

- Chair – *Klaus Dodds, Executive Lead of Sustainability*
- Deputy Chair – *Mark Berry, Head of Sustainability*
- Secretary – *Linda Hooper, Estates Assistant*

University representation

- Estates – *Angela Muswell, Head of Maintenance Services*
- Commercial Services – *Darren Coventry, Head of Catering*
- IT Services – *Ben Hawkey, Technical Architect*
- Finance – *Rachel Burgess, Head of Financial Control*
- Procurement – *Mark Brown, Head of Operational Procurement*
- Strategic Planning – *Gill Beech, Head of Strategy implementation & Anastasia Holley, Data Analyst*
- Student Journey – *Phil Simcock, Head of Careers Services*
- Global Engagement – *Samual Gibson, International Student Recruitment Manager*
- Green Travel – *Piers Long, Deputy Director of Estates (Projects)*
- Living Campus – *Daniel Steel, Senior Gardener & Jonathan Howe, Head of External Spaces*
- Communications – *Stephanie Irwin, Deputy Director of Marketing & Emma Kay, Comms & Digital Specialist*
- Academic Schools – *Sigrun Wagner, Professor in International Business & Sustainability & Redell Olsen, Professor in English*
- Students' Union – *Sharanya Sivarajah, President*

Working together

The group will hold formal minuted meetings no less than once every three months, aligned with a quarterly reporting rhythm. Deputies will be encouraged should any members not be able to attend.

Further to this, the Head of Sustainability will work with individual members and their leadership teams and also support cross-theme collaboration as and when required.

Outside of meetings, collaboration will be aided by a dedicated RHUL Environmental Sustainability team and channels on MS Teams.

As the group holds no budget and has no formal approvals authority, project-specific approvals and spend will continue to go through the University's established governance processes – with the ESGW's support where possible.

The Chair and Deputy Chair will report progress up to the EMS Management Group and onwards to the Executive Board on a 'seasonal' 6 monthly basis.

These terms of reference will remain a live document and reviewed at least once every year