

Participant Information Sheet – Reducing travel emissions at the ANU

Researchers:

We are Dr Kim Blackmore, Brenda Martin, Tim Johnston, Dr Maureen Boyle, Dr Phillipa Watson, Dr Paul Peace, Associate Professor Will Grant, Carla Alzamora and Dr Jess Moore. We are researchers at the Australian National University working in support of the ANU Below Zero Program.¹

Project Title: Travel emissions reduction: local strategies for ANU

General Outline of the Project:

Description and Methodology: ANU is working to reduce the universities carbon emissions, as set out in [ANU Below Zero](#) initiative. Air travel is our biggest source of greenhouse gas emissions (just over 50% of all university emissions) and transformational change is required to ensure that we can build and maintain relationships with our national (interstate) and international colleagues in a more considered and sustainable way. We are aiming to reduce carbon emissions from air travel undertaken by staff as a part of their work for the university, and students as a part of their university studies, by 50% by January 2025, from our 2019 baseline. To support this effort, we are seeking insights through this research from staff at ANU about their current practices with air travel, their motivations, university norms and ultimately a viable approach to reduce travel emissions within schools of the ANU.

We have undertaken desktop research and interviews staff at approximately 15 universities globally about their air travel emission reduction efforts. This research is providing further insights about approaches taken and the outcomes of initiatives across multiple institutions. Our findings will inform the organisational change efforts at the ANU and contribute to the body of knowledge about decarbonising organisations more broadly. This second part of the research will be a series of workshops with ANU staff across the university. We are using an action research methodology to enable participation in the overall goal of ANU to reduce emissions from travel.

Participants: We are inviting approximately 100 ANU staff across the university to participate in workshops with ANU researcher Dr Kim Blackmore. We will be working at the school level and the workshops will be held with approximately 20 people from each school that participates. We are using a deliberative democracy approach, and we will ensure that we have a representative sample of people from each school, that includes people who fly frequently to people who fly less, such as early career researchers. We are interested in your experience from the perspective of the staff/research role you have at ANU, and understand you speak from a personal point of view, but also reflecting on the broader norms at ANU in relation to travel. We are also seeking input from staff about viable options for reducing travel emissions in the individual schools and colleges. We have estimated that approximately 100 people in five schools will engage in this research through co-design, deliberative workshops with the potential for longitudinal engagement with additional interviews and/or focus groups.

¹ <https://www.anu.edu.au/research/research-initiatives/anu-below-zero>

We will ask for a commitment from participants to attend two workshops. The first workshop will provide information to the group about the Below Zero program of work, academic air travel from literature and research we have conducted with other national and international universities. We will then provide information and data about air travel within the ANU, then seek input from participants about your travel practices, motivations for travel and university norms in relation to travel for conferences, research, collaboration, etc. The second workshops will use a deliberative democracy method and ask you to identify/conceptualise/plan what steps or actions you think are best suited to your school context to reduce air travel emissions.

We may also conduct further focus groups or interviews, but you are not obliged to participate in those. A participant information sheet will be provided if participants are invited to take part in further interviews or focus groups as part of this research.

Use of Data and Feedback: The workshops will be audio recorded and what you tell us in the workshops will be transcribed, coded, analysed and used to report findings in a deidentified form. We will use what you tell us to understand the broad range of experiences and views within ANU as well as your recommendations on ways to reduce emissions within the schools. The results of this work will be shared via a report to the ANU, and internal and external presentations and peer-reviewed published articles where possible. The report and links to any publications will be available on the [ANU Below Zero website](#). We expect that early results of this research will be made available by June 2024.

Project Funding: This project is funded by the Australian National University.

Participant Involvement:

Voluntary Participation & Withdrawal: We are seeking your voluntary involvement in this research. You do not have to be involved in this research. You can withdraw from the research at any time. Participation in the research is not an expectation of your employment/professional relationship/association with the research team or your school, and your choice will not affect your relationship with any party.

You can also request that we withdraw all or part of your contributions up until two weeks after the workshops. After that time, the information may have been coded and deidentified. If you want to withdraw from the research overall, you can contact us by phone or email (listed under “queries and concerns” in this document).

What does participation in the research entail? Taking part in this research involves a series of two workshops per school, over a two-week period. The first workshop will be 90 minutes in length and the second workshop will be 150 minutes in length. Your attendance will be supported by your school. Some participants may also be interested in being involved in this research to have input into reducing air travel emissions in your school.

The workshops will be held in person on the ANU campus, and we may also hold some of these online through Zoom or Teams if required. In the workshops, we will ask you to share your own experience and insights to reduce CO₂e emissions from air travel. Through the workshops, we will not be collecting personal information about your background or demographics as this is not relevant for our research. The workshops are intended to be held across November 2023 to February 2024 and this will differ depending on the school.

Location and Duration: Workshops place on campus or online using online meeting software (such as Zoom or Teams). The first workshop will take approximately 90 minutes and the second workshop will run for 150 minutes.

Risks: While all the workshops are deidentified for any reporting or publications, there is a small risk that you could be identified in the research outputs despite our best efforts to hide your identity. We therefore ask in the workshops that you do not say anything that could harm yourself or others, or tell us anything that is confidential, including anything that could be deemed the commercial intellectual property of your university. If there are any potentially sensitive issues discussed, you can let us know during or after the workshop and we will ensure this issue is treated appropriately in our reporting. If you have any concerns or questions, please contact us (see Queries and Concerns section).

There is also a risk that you may have feelings of discomfort or distress in the workshop, due to the impacts of climate change. We know from the baseline attitudinal survey for the Below Zero initiative that was conducted by ANU⁹ by the Research School of Psychology that 91.4% of individuals surveyed at ANU were alarmed or concerned about climate change in contrast to 52.5% in the general population. Therefore, there is a risk that his high level of concern could have a psychological impact and burden of responsibility for you as a participant within ANU.

Sensitive, personal information: It is unlikely that sensitive, personal information will be shared during the workshops. If personally sensitive information is mentioned that supports discussion in the project, we will make sure we report these points in a way that is general and not identifying. The workshops will be audio recorded. Data from the research will be kept up to five years from the completion of the project, but recordings from the research may be deleted at the end of 2025 when relevant ANU Below Zero milestones are completed. Additionally, workshop transcripts will be deidentified after reporting before being archived.

Benefits: It is unlikely that you will personally benefit from this research, but you may gain some personal interest in attending the workshops. This work has been commissioned to support ANU goals to reduce travel emissions by 50% by 2025 based on our 2019 baseline. Published reports will contribute to the body of knowledge about decarbonising university business and knowledge work more broadly.

Implications: Participation in the research is not an expectation of your employment or association with the research team, and your choice will not affect your relationship with any party.

Confidentiality:

Your data will be protected as far as the law allows. Unless you tell us otherwise, we will de-identify what you tell us before reporting or publishing it. You will not be identifiable within published outputs.

There are some circumstances where we must disclose what you told us by law (for instance if someone's health or safety is at risk). However, we do not anticipate that we will discuss situations in the workshops where this sort of information is likely to come up.

Only the project team (listed at the top of this letter) and a professional transcriber will have access to the 'raw' (identifiable) material you provide us. The transcriber will be required to sign a confidentiality agreement with the ANU before being provided the workshop recordings for transcribing.

Your information will remain confidential, but other members of the workshops will hear what you say and may know you personally. Please try not to mention any confidential information during the workshops, and please keep focus group discussions confidential.

Privacy Notice:

In collecting your personal information within this research, the ANU must comply with the Privacy Act 1988. The ANU Privacy Policy is available at https://policies.anu.edu.au/pp1/document/ANUP_010007 and it contains information about how a person can:

- Access or seek corrections to their personal information;
- Complain about a breach of an Australian Privacy Principle by ANU, and how ANU will handle the complaint.

We also follow privacy requirements from national ethical guidelines. We value the underlying principles of both these critical privacy guides.

Data Sharing:

Sharing of data with other researchers is becoming more common, especially for publicly funded research. Data sharing can help other researchers to independently check research conclusions and can help them to develop new ideas. The data collected as part of this project will be de-identified and may be made available to other researchers on request for the purposes of reanalysis and replication and for new analysis. We will ensure that they have ethics approval for their research, and will consider any ethical issues arising from our sharing of the data, including confidentiality.

Data Storage:

Where: In accordance with ANU Code of Research Conduct, identifiable data will only be stored on password protected ANU computers and systems. Recordings and transcripts that have identifiable material will be password protected and only accessed by people listed on this information sheet. Consent forms will be emailed to the schools, with requests for participants to return them to the researchers electronically to be stored on ANU OneDrive. Consent forms will also be provided at the workshops and any signed paper copies of the consent forms will be scanned and stored electronically on ANU OneDrive. After being scanned and filed on ANU systems, the paper consent forms will be destroyed.

How long: All data (including scanned consent forms) will be retained and securely stored for at least five years following publications arising from the research.

Handling of Data following the required storage period: Any remaining identifiable details after analysis and the storage period, will be removed from the data and the non-identified data may be archived at the ANU for use in further decarbonisation projects.



Australian
National
University

Queries and Concerns:

Contact Details for More Information: If you require more information please get in touch with Kim Blackmore at, mobile 0421 551 457, email kim.blackmore@anu.edu.au or Tim Johnston at, tim.johnston@anu.edu.au

Ethics Committee Clearance:

The ethical aspects of this research have been approved by the ANU Human Research Ethics Committee (Protocol 2023/1221). If you have any concerns or complaints about how this research has been conducted, please contact:

Ethics Manager
The ANU Human Research Ethics Committee
The Australian National University
Telephone: +61 2 6125 3427
Email: Human.Ethics.Officer@anu.edu.au