

Imperial College Union

ICU ENVIRONMENTAL POLICY APPENDIX D Tours Policy

Passed 13th March 2007

Imperial College Union Tours Policy

Definitions

1. This policy applies only to groups classified as a Club or Society, but excludes those groups classified as projects under the RAG or Community Action Group Management Groups.

1.2. Trip

- A mainstream generic club activity, eg. for example a match, a weekend at the Mountain Hut, a regular visit, match or excursion.
- This should be budgeted for in the budgeting round.
- Examples could include “30 away matches” or “5 weekends at the Mountain Hut”. The costs for each individual trip should be comparable and as such budgeted for in bulk.
- A sports competition as part of ULU, BUCS, UH Leagues which can be anticipated by being a participant.

1.3. Tour

- A tour should be a period of (usually residential) at least 2 residential nights time spent by members of a club or society away from the geographical locality of their mainstream club activities, supplementary to their normal practises.
- The purpose of a tour should be to further the aims and objectives of a club or society, supporting their ~~core~~ activities as defined in the club or society's constitution, beyond which can be achieved through usual day-to-day, week-to-week operations. The prime activity while ‘on tour’ should be the club activity.
- Geographical locations of tours should be chosen to make use of opportunities (natural, man-made, competitive, cultural, influential etc..) that would normally be unavailable. Locations of tours should be areas not otherwise visited by a club or society whilst undergoing normal levels of club activity.
- A tour should have a clear aim or objective against which success or failure can be judged.
- A tour may not be purely or primarily social in its aims and objectives.
- Exceptions with regard to length of time or distance, may be made for clubs going on tour for the first time in at least 3 years, at the discretion of the Clubs & Societies Board.

Tour Budget Administration

1.2. That the November, February and May meetings of the Clubs and Societies Board (“CSB”) shall be the only meetings which consider tour proposals.

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- 4.3. That the appropriate meeting of CSB shall consider all tour proposals for the forthcoming tours period, as defined in Appendix A.
- 5.4. That Clubs and Societies Committees ("CSCs") or Faculty Unions (FUs) shall be responsible for submitting tour proposals ~~from on behalf of~~ their clubs and societies to the Deputy President (Clubs & Societies) ("DPCS") in electronic form, as usual CSB business. Tour proposals should be fundamentally supported by the CSC/FU submitting them.
- 6.5. Tour Fund Applications shall be completed in a standard spreadsheet file/electronic form.
- 7.6. That CSCs and FUs are mandated to keep their clubs and societies informed of the tours budget procedures and timetable.
- 8.7. That CSB may allocate up to a maximum of one third of the total tours fund at the start of the year at the autumn and spring meetings. The remainder may be allocated at the summer term meeting. CSB can revise the proportions for the corresponding period before the close of the meeting.

Applications

- 9.8. That applications to the tours fund may be received from any club or society that has neither a frozen budget or dormant status.
- 10.9. That applications to the tours fund may not be received from CSC or FU execs, or working groups of ICU.
- 11.10. That a clubs or society may only present one tour proposal for each tour period.
- 12.11. That ~~CSCs and FUs shall be responsible for inviting tour proposal authors~~ Clubs submitting tour proposals must send a representative to the tours meeting in order to be considered for funding, and for the purpose of the CSB meeting to answering any technical questions, unless previously notified by the Board that they are not required.
- 13.12. That tour proposals shall be presented on the Tour Proposal Form, detailed in Appendix B.
- 14.13. That a tour proposal should contain the estimated number of people taking part, the tour budget allocation shall be released in proportion to the number of people actually attending.
- 15.14. That CSB requires a detailed financial breakdown of the items which are in its remit to allocated funds for, (see "Funding of Tours"), rather than a full tour budget. Full tour budgets should be agreed as a separate issue.
15. a. Tours within Great Britain, no flights shall be subsidised by tours funding as it is expected that bus or train will be sufficient, in line with the Union's Environmental Policy.
b. Tours within Europe, may take flights on the condition of providing competitive quotes and timings of at least two other methods of transport which should normally be train or bus.
c. Tours outside of Europe will be considered regardless of the mode of transport on the assumption that the club will have selected the most time and cost effective mode of transport, appropriate to their activity.
16. Assuming that the tour proposal meets the criteria of point 15 to the satisfaction of the Board, it shall be eligible for full tours funding as described in the following section.

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Funding of Tours

- ~~45-16.~~ That the tours fund shall primarily be used to fund the travel aspects of a tour at a rate of up to ~~40~~32%. The travel aspects of a tour cover travel by any means to, from and during a tour; to reach the geographical location in which the activity shall take place, rather than as a part of the activity being undertaken.
- ~~46-17.~~ That clubs and societies may also apply for 'extra' monies from the tour fund for anything they consider essential to the success of their tour. This could include hire of music, scripts or equipment, tournament entry fees or consumables such as air for diving. This may not include food or drink.
- ~~47-18.~~ That money from the tour fund shall be used only for subsidising full members of the club or society. Tour Proposal Forms should detail the number of full club or society members expected to attend the tour.
- ~~48-19.~~ That money from the Tours fund shall only be allocated prior to a tour – the fund shall not be used to bail out loss making tours.

Allocation of Funds

- ~~49-20.~~ That proposals for tours which do not fulfil the definition of a tour (as above), should be amended accordingly or not considered.
- ~~20-21.~~ That, at a CSB meeting, the travel part of all proposals should be considered first, followed by any 'extras', if funds permit. Extras may only be funded if the travel part of all proposals has been met.
- ~~24-22.~~ That money for 'extras' is allocated at the discretion of CSB.
- ~~22-23.~~ That, assuming the CSB meeting's allocated funds do not cover the travel part of the proposals presented then the travel cost per person for every proposal shall be considered. A flexible cap shall be applied to use the funds available, see Appendix C for an explanation.
- ~~23-24.~~ That club and society tour proposals should not be penalised for seeking other forms of financing or for a previous committees' financial mismanagement.
- ~~24-25.~~ Funding secured from other sources shall not be considered from a financial point of view, except that where money has been obtained for a specific 'cost item' (eg. flight tickets). This funding shall not be duplicated from the Tour Fund such that the total funding is greater than the cost. Eg. Flight tickets funded at 80% from a trust fund shall only be funded up to 20% from the tours fund and not at the usual 32%. Where clubs obtain external funding this should be treated as an indication of competent club management and sound Tour planning.

Carbon Emissions Policy (with effect from 1st October 2007)

- ~~26. That short haul air travel generates between 5 and 7.5 times more carbon emissions than long distance high speed rail travel (Source: Commission for Integrated Transport).~~
- ~~27. That ICU is committed to reducing carbon emissions generated by tours travel.~~
- ~~28. That for this reason ICU shall not subsidise air travel from any British Airport to any destination airport between any two airports within zone one as shown in Appendix D.~~
- ~~29. That ICU shall only fund up to 16% of costs incurred by air travel from any British airport to any destination airport within zone two as shown in Appendix D.~~
- ~~— The CSB shall have the power to exempt a tour from 28 and 29 on a case-by-case basis if exceptional circumstances arise such that a train operator is unable to accommodate a tour and its objectives, thereby rendering flight the only viable transport option.~~

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~~That this policy shall be championed by the ICU Environmental Portfolio Officer, who shall be invited to CSB tours meetings to review all tour proposals.~~

Procedural

~~30-26.~~ That monies allocated by CSB to a club or society shall be ~~immediately~~ transferred to the club or society accounts in an activity code, specific to the tour. This amount is broken down into a Union Grant section and IC Trust section. budget header entitled

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~~31-27.~~ "Tours". This budget header shall be for expenditure ~~as defined in the tour proposal pertaining to that Tour~~ only.

~~32-28.~~ That a club or society shall be given 4 weeks from the end of the tour (if tour is during term time) or 4 weeks from the beginning of the next term (if tour is during a vacation), to claim the monies in their "Tours" budget header. Any remaining monies shall be transferred back to the central tour fund for reallocation at the summer term SAC-CSB meeting.

29. Summer tour money is reabsorbed 4 weeks from beginning of Autumn term

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~~33-30.~~ That a category, akin to refundables, can be created to administer a tour, should the club or society treasurer so desire.

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Reporting

~~34-31.~~ Clubs and societies receiving monies from the tours fund ~~should must~~ submit a report of their tour to Felix, the DPCS and their members upon return. The DPCS should maintain an archive of such reports.

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32. Tour reports should be submitted within 2 weeks of return from Tour or 2 weeks from the start of the next term.

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33. Reports must include the following:

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i. A full financial breakdown of the tour

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ii. A day by day account of what occurred ie activities etc

iii. Number of members attending (full and not full members)

iv. Dates of the tour

v. Did it achieve the aims and objectives as laid out in the proposal

vi. Were there any changes to the proposed aims or activities

vii. Any major issues that arose whilst on tour

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34. Tour reports may also include:

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i. Members impressions of the tour

ii. How to improve for the future

iii. Photos, poems or songs from the tour

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35. Appendix A – Tour Periods

- First day of Christmas vacation to last day of spring term – proposals considered at the November meeting of CSB.
- First day of Easter vacation to last day of summer term – proposals considered at the February meeting of CSB.
- First day of Summer vacation to last day of autumn term – proposals considered at the May meeting of CSB.

Appendix B – Tour Application Form

This form is available from:

<http://www.imperialcollegeunion.org/clubs-and-societies/forms.109.ICUAP.html>

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Appendix C – Flexible Cap Explanation

- The amount of travel subsidy per person for each proposal is calculated, as detailed on the proposal form.
- Move a 'cap' from zero upwards stopping intermittently at a cost per person. Calculate the total amount 'to give' if subsidy per person at this rate is given to all proposals exceeding the cap level, and proposals below the cap are funded per person as requested.
- Stop when the 'to give' figure equals the funds available.
- A spreadsheet to automatically calculate allocations will be provided to the Deputy President (Finance & Services) by the authors.

Appendix D – Carbon Emission Zone Map and Table

Proposed subsidy zones



Appendix D (Continued) - Zone composition by administrative districts

Country	Zone 1 (6 hours)	Zone 2 (12 hours)	Exempt
UK - England	All administrative districts		
UK - Wales	All administrative districts		
UK - Scotland	Angus Clackmannanshire Dumfries and Galloway Dundee East Ayrshire East Dunbartonshire East Lothian East Renfrewshire Edinburgh Falkirk Fife Glasgow Inverclyde Midlothian Moray North Ayrshire North Lanarkshire Perth and Kinross Renfrewshire Scottish Borders South Ayrshire South Lanarkshire Stirling West Dunbartonshire West Lothian	Aberdeen Aberdeenshire Argyll & Bute Highland Na h-Eileanan Siar (Western Isles) Orkney	Shetland
UK - Northern Ireland		All administrative districts	
Irish Republic		All administrative districts	
Isle of Man	All administrative districts		
Channel Island	All administrative districts		
France	Basse-Normandie Bourgogne Centre Champagne-Ardenne Haute-Normandie Île-de-France (Paris) Nord-Pas de Calais Pays de la Loire Picardie Poitou-Charentes	Alsace Aquitaine Auvergne Bretagne Corse Départements d'outre-mer Franche-Comté Languedoc-Roussillon Limousin Lorraine Midi-Pyrénées Provence-Alpes-Côte d'Azur Rhône-Alpes	
Belgium	All administrative districts		
Netherlands	All administrative districts		
Germany	All administrative districts	All administrative districts	
Switzerland		All administrative districts	
Austria		Salzburg Tyrol (Tirol) Vorarlberg	Burgenland Carinthia (Kärnten) Lower Austria (Niederösterreich) Upper Austria (Oberösterreich) Styria (Steiermark) Vienna (Wien)
Italy		Aosta Valley Liguria Lombardy Piedmont	Abruzzo Apulia Basilicata Calabria Campania Emilia-Romagna Friuli-Venezia Giulia Lazio Marche Molise Sardinia Sicily Trentino-South Tyrol Tuscany Umbria Veneto
Spain		Basque Country Catalonia	Andalusia Aragon Asturias Balearic Islands Canary Islands Cantabria Castile-La Mancha Castile and Leon Extremadura Galicia La Rioja Madrid Murcia Navarre Valencia
			All other destinations