**S.M.A.R.T. GOALS WORKSHEET**

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| **INITIAL** | Write the goal you have in mind |
| **GOAL** | Eliminate all non-essential single-use plastics used in LUU operations in line with the #2023PlasticFree pledge |
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| **S** | What do you want to accomplish? Who needs to be included? When do you want to do this? Why is this a goal? |
| **SPECIFIC** | In 2018 the University of Leeds (UoL) and Leeds University Union (LUU) made a joint pledge (known as the Plastic Pledge or #2023PlasticFree to remove single-use plastic from across its operations by 2023. The pledge included an interim target to become single-use plastic-free in our catering and office spaces by 2020 and all other areas by 2023.  Delivery of this goal depends on collaboration across all LUU departments and staff as stakeholders in LUU and its environmental impact and commitment to students’ passion towards sustainability. |
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| **M** | How can you measure progress and know if you’ve successfully met your goal? |
| **MEASURABLE** | All Operational Single-Use Plastics (OSUPs) currently used by LUU departments are reported one of in either the Single-use plastics Management Action Plan (SUPMAP) (for non-essential, actionable OSUP items) or the Register of Authorised Single-Use Plastics (RASUP) (essential, currently non-actionable OSUPs). Items listed in the SUPMAP are recorded with an associated action specifying how this item will be eliminated, the lead and accountable staff members responsible for delivery of the required action(s) and an estimated timeline for successful delivery of the action. The SUPMAP is reviewed every three months to evaluate progress, with a strict deadline for all departments/accountable staff to have delivered their actions by the end of 2023.  The RASUP contains all items essential to core service delivery, not currently substitutable and/or cases in which LUU does not have direct control over purchase or supply of item. This register is reviewed every six months to ensure new opportunities to act on these items are not missed, and any new SUP items staff wish to purchase must be assessed and authorized by the sustainability coordinator and added to the RASUP. |
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| **A** | Do you have the skills required to achieve the goal? If not, can you obtain them? What is the motivation for this goal? Is the amount of effort required on par with what the goal will achieve? |
| **ACHIEVABLE** | The sustainability coordinator leads the monitoring and support of this campaign’s delivery, and has dedicated working hours scheduled for research of non-SUP alternatives/process changes; engaging with suppliers and LUU staff teams to support their compliance.  Through this pledge, we are taking the lead in tackling the global challenge of unnecessary single-use plastic (SUP), which causes widespread pollution and most commonly uses carbon-intensive fossil fuels to produce. This also responds to our commitment to being climate friendly across our organisation and is a key part of our sustainability strategy. Furthermore, the pledge demonstrates our commitment to aligning our activities to the UN Sustainable Development Goals and supports our transition to a circular economy model for LUU. |
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| **R** | Why am I setting this goal now? Is it aligned with overall objectives? |
| **RELEVANT** | Significant progress has been made towards the delivery of this pledge. However, UoL and LUU recognise that the elimination of single-use plastics across our large, complex, interacting institutions requires a longer-term campaign than the originally agreed timeframe has allowed.  Beyond the original Plastic pledge target of 2023, the University and LUU remain committed to continuing to work collaboratively on tackling single-use plastic in our operations and collective work across operational areas is ongoing.  A new Plastics Programme will align to strategic sustainability targets and workstreams that have evolved since 2018, namely the University’s Pathway to Net Zero by 2020 – and specifically supporting the progression towards a more circular economy model as part of Net Zero Plus (Indirect / Scope 3 supply chain carbon emissions |
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| **T** | What’s the deadline and is it realistic? |
| **TIME-BOUND** | The deadline for the completion of the plastics pledge is December 31 2023. Significant progress has already been made in eliminating OSUPs within LUU since its introduction in 2018. LUU currently has 25 OSUP items listed in the SUPMAP – coordinated effort across LUU departments with support from the sustainability coordinator will definitely make the goal of eliminating these items achievable. |
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| **SMART** | Review what you have written, and craft a new goal statement based on what the answers to the questions above have revealed |
| **GOAL** | In line with the 2018 joint Plastics Pledge made by LUU and UofL, LUU staff will work together to reduce the union’s environmental impact, and encourage circularity and efficiency by removing all non-essential single-use plastic from across its operations by 31 December 2023. |