

<b>FORMAT</b>		
1. Name of resource	<b>Julie's Bicycle Practical Guide: Business Travel, Commuting and Delivery Services</b>	
2. Location	<a href="https://juliesbicycle.com/wp-content/uploads/2022/01/Business_Travel_guide_2015.pdf">https://juliesbicycle.com/wp-content/uploads/2022/01/Business Travel guide 2015.pdf</a>	
3. Alternative location		
4. Author[s]	Julie's Bicycle	
5. Publisher/producer/host	Julie's Bicycle	
6. Year	2015	
7. Suggested citation	Julie's Bicycle (2015). Julie's Bicycle Practical Guide: Business Travel. Julie's Bicycle, available at <a href="https://juliesbicycle.com/wp-content/uploads/2022/01/Business_Travel_guide_2015.pdf">https://juliesbicycle.com/wp-content/uploads/2022/01/Business Travel guide 2015.pdf</a>	
8. Languages in which available	English	
9. Geographic area resource relates to	UK but with wider relevance	
10. Does the resource relate to a specific time frame?		
<b>11. Type</b>	Report	
	Toolkit/Framework/Roadmap	Yes
	Sign-post to other resource (database)	
	Case studies	Yes
	Other	
12. If this is part of an initiative, what is the initiative?		
<b>COLLECTIONS AND COLLECTIONS-BASED INSTITUTIONS</b>		
13. Explicit links to collections	No	
14. Explicit links to museums/libraries/archives	Yes	
<b>15. Types of institutions the resource covers</b>	<b>Museums</b>	X
	<b>Archives</b>	X
	<b>Libraries</b>	X
	<b>Other</b>	X
<b>16. Types of collections/disciplines the resource covers</b>	<b>Arts, humanities and social sciences: philosophy, psychology, religion, social sciences, law, politics,</b>	X

	language, arts and recreation, architecture, literature, history, geography and ethnology, anthropology, archaeology	
	Science, natural history, technology, medicine, engineering, manufacturing	X
17. If no explicit links to collections, justification for inclusion	The resource can be used by collections-based institutions to understand how to measure and manage business travel, commuting and delivery, to reduce greenhouse gas emissions.	
<b>HOW IT CONTRIBUTES TO SUSTAINABLE DEVELOPMENT</b>		
<b>18. Collections-related activities the resource relates to (mark all that apply)</b>		
<b>Develop collections to protect and safeguard wider cultural and natural heritage more effectively</b> , for example by targeting collecting to threatened forms of heritage in strategic ways		
<b>Use collections to promote learning and educational opportunities that contribute to sustainable development more effectively</b> , for example education for sustainable development and sustainable lifestyles, human rights, gender equality, promotion of a culture of peace and non-violence, global citizenship and appreciation of cultural diversity and of culture's contribution to sustainable development and/or skills development relating to collections		
<b>Use collections to promote cultural participation/social inclusion more effectively</b> , for example by reducing barriers to participation, to ensure no-one is 'left behind'		
<b>Use collections to promote sustainable tourism more effectively</b> , for example by developing new products based on local cultural heritage, and/or considering the rights of stakeholder groups in relation to collections		
<b>Use collections to support research that contributes to sustainable development</b> (including all forms of personal and self-directed research at all levels that make use of stored collections) more effectively, for example by providing effective facilities, collections and information to meet researchers' needs		
Make decisions around collections that contribute to sustainable development more effectively		
i.	employment (recruiting, staff training, staff safety)	X
ii.	energy consumption, greenhouse gas emissions, reduction, monitoring and reporting	
iii.	waste management and reduction of waste	
iv.	transport (forms of transport, energy use)	X
v.	commercial activities including copyright and IP	
vi.	governance and management	X

vii. security, disaster preparedness and risk reduction	
<b>Direct external leadership, partnerships and collaborations towards sustainable development more effectively</b> , for example by developing impactful partnerships	
<b>19. Does the resource relate clearly to any international conventions (mark all that apply)?</b>	
Culture conventions:	
1952, 71 Protection of Copyright and Neighbouring Rights	
1954 Protection of Cultural Property in the Event of Armed Conflict	
1970 Fighting Against the Illicit Trafficking of Cultural Property	
1972 Protection of the World Cultural and Natural Heritage	
2001 Protection of the Underwater Cultural Heritage	
2003 Safeguarding of the Intangible Cultural Heritage	
2005 Protection and Promotion of the Diversity of Cultural Expressions	
Rio Conventions:	
Convention on Biological Diversity (CBD), Convention to Combat Desertification (UNCCD), Framework Convention on Climate Change (UNFCCC)	X
<b>AIMS AND CONTENT</b>	
<b>20. What issues does the resource aim to address?</b>	<b>“This guide will walk you through ideas on how to reduce the amount and impacts of staff commuting, business travel and delivery services, across all sectors within the arts and to organisations of any size. It is broken down into subject areas, each containing tips on areas where you can take action..” (p.2)</b>
21. Intended audience of resource	“This guide is aimed at anyone who is responsible for organising or overseeing travel and transportation for the organisation. It is also for anyone who travels in the course of work, including the daily commute and business travel.” (p.2)
22. Process of development	
23. Organisation/structure/contents	04 ..... Introduction 06 ..... Team Engagement 06 ..... Measuring and Monitoring Commuting Survey Business Travel Understanding your Data 10 ..... Commuting Location Walking Cycling Public Transport Car Pooling Flexible Working

	Home Working 14 ..... Business Travel 17 ..... Delivery Services 18 ..... Resources
<b>FRAMEWORKS</b>	
24. Framework structure	The resource is structured around four stages that can be considered as a framework (see p.3): Commit: put in place the structures, resources, policies and responsibilities necessary to support and action your initiatives <ul style="list-style-type: none"> <li>• Understand: understand your impacts and establish systems to measure and monitor them continually.</li> <li>• Improve: implement an action plan to reduce your environmental impact.</li> <li>• Communicate: Involve your team, suppliers and audiences; share and exchange knowledge with others.</li> </ul>
25. Relevant policy considerations	Yes
26. Resources for implementation identified	Yes
27. Specific assessment points/indicators/milestones/action plan for monitoring	Yes
<b>28. ASPECTS OF SUSTAINABILITY COVERED BY RESOURCE (mark all that apply)</b>	
People (social sustainability)	X
Planet (environmental sustainability)	X
Prosperity (economic sustainability)	
Peace	
Partnerships	
<b>29. CROSS-CUTTING CONSIDERATIONS COVERED BY RESOURCE (mark all that apply)</b>	
Gender perspectives	
North and South perspectives	
<b>HOW THE RESOURCE CONTRIBUTES TO AGENDA 2030 AND THE SDGs</b>	
<b>HOW AGENDA 2030 AND THE SDGs FEATURE IN THE RESOURCE</b>	
30. SDGs and Agenda 2030 specifically mentioned?	No
31. SDGs specifically mentioned?	No

32. SDG targets specifically mentioned?	No
33. SDG indicators specifically mentioned?	No
<b>SDGs AND SDG TARGETS AND LINKAGES</b>	
34. Comments on SDG linkages	The resource can help support sustainable travel (11.2), adopting sustainable practices and sustainability reporting (12.6), promoting uptake of renewable energy (7.2), sustainable procurement (12.7) and institutional capacity to address climate change (13.3). The staff health and wellbeing aspect relates to SDG 3.4 (promote health and wellbeing) and 8.8 (protect labour rights and provide safe and secure working conditions).
<b>35. SDGs and SDG targets the resource helps advance</b>	
<b>SDG 3: Ensure healthy lives and promote well-being for all at all ages</b> 3.4 By 2030, reduce by one third premature mortality from non-communicable diseases through prevention and treatment and promote mental health and well-being	Plans, policies and procedures in place for the safe use of collections, notably in relation to chemical, physical, biological and other forms of hazard.  Proportion of users of collections facilities reporting positive well-being during and as a result of activities relating to collections.  Number and proportion of programmes relating to collections that incorporate wellbeing considerations and perspectives.  Number of targeted programmes drawing on collections that address issues relating to non-communicable diseases, supporting prevention and treatment.
<b>SDG 7. Ensure access to affordable, reliable, sustainable and modern energy for all</b> 7.2 By 2030, increase substantially the share of renewable energy in the global energy mix	Proportion of energy that comes from renewable sources.  Date to achieve net zero, and milestones towards that date.
<b>SDG 8. Promote sustained, inclusive and sustainable economic growth, full and productive employment and decent work for all</b>	Number and proportions of staff working with collections in safe and secure working environments.

<p>8.8 Protect labour rights and promote safe and secure working environments for all workers, including migrant workers, in particular women migrants, and those in precarious employment</p>	<p>Number of accidents and other health and safety incidents reported.</p> <p>Training and support provided for staff to ensure their wellbeing, health and safety.</p> <p>Education, awareness-raising and partnership programmes drawing on collections that address labour rights, notably those of migrant workers and others in precarious employment.</p> <p>Reduction of numbers and proportions of staff on short-term or zero-hours contracts.</p> <p>Fair pay policies and procedures in place to prevent exploitation.</p> <p>Procurement policies that ensure that collecting institutions make use of people who are in decent employment, and that avoid exploitation throughout the supply chain.</p>
<p><b>SDG 11. Make cities and human settlements inclusive, safe, resilient and sustainable</b> 11.2 By 2030, provide access to safe, affordable, accessible and sustainable transport systems for all, improving road safety, notably by expanding public transport, with special attention to the needs of those in vulnerable situations, women, children, persons with disabilities and older persons</p>	<p>Plans in place to ensure safe, affordable, accessible and sustainable transport systems for all, in terms of accessing collections-based institutions,</p> <p>Plans in place to use collections-based institutions to provide education and awareness of public transport systems and their development.</p> <p>Special attention to those in vulnerable situations, including women, children, disabled and older people, taken in plans regarding public transport.</p>
<p><b>SDG 12 Ensure sustainable consumption and production patterns</b> 12.6 Encourage companies, especially large and transnational companies, to adopt sustainable practices and to integrate</p>	<p>Clear visions, strategies and plans in place for all aspects of sustainability – environmental, social and economic (people, planet, prosperity)- across all areas of activity.</p> <p>Visions, strategies and plans relating to sustainability to be publicly available and incorporated into planning documents.</p>

sustainability information into their reporting cycle		<p>Commitments to be in line with local, regional, national and/or international targets and ambitions.</p> <p>Incorporation of sustainability into reporting for funders and other stakeholders, including the public. Reporting to include commitments and progress towards targets.</p>			
<p><b>SDG 12 Ensure sustainable consumption and production patterns</b> 12.7 Promote public procurement practices that are sustainable, in accordance with national policies and priorities</p>		<p>Incorporation of sustainability considerations into procurement, in terms of advertisement and invitation to tender, contracts, and selection criteria for suppliers.</p>			
<p><b>SDG 13. Take urgent action to combat climate change and its impacts</b> 13.3 Improve education, awareness-raising and human and institutional capacity on climate change mitigation, adaptation, impact reduction and early warning</p>		<p>Plans in place to enhance positive contributions to addressing climate change through use of collections. Plans in place to ensure collections, collections institutions and broader society can adapt effectively to climate change.</p> <p>Plans in place for effective education and awareness raising on climate change mitigation, adaptation, impact reduction and early warning.</p> <p>Plans in place to reduce negative contributions of collections-related functions, e.g. measuring greenhouse emissions with plans and targets in place to reduce them.</p>			
1	2	3	4	5	6
7	8	9	10	11	12
13	14	15	16	17	