

ANU Below Zero Initiative Consultation – Information Sheet

The information in this document pertains to the consultation process for the ANU Below Zero Initiative – visit the ANU Below Zero [homepage](#) for more information.

Summary information

The consultation process aims to capture ideas from ANU staff, students and external stakeholders to help develop the draft Below Zero strategy document. The consultation process comprises of the collection of ideas via an online idea generation platform, called Ideanote.io (third-party website), and seven (7) targeted workshop events (recorded).

Informed consent

The consultation process will take place in a public domain. The pages on Ideanote.io will be publicly accessible during the 6-week consultation period. You will have the option to post your comments under your name (recommended) or as an anonymous contributor. The workshop events will be recorded and shared online. By joining in discussions through the workshops (via Zoom) and/or on the online platform (Ideanote), you give informed consent to sharing your name and any personal information or comments you choose to verbalise at the recorded event or submit through Zoom chat or Ideanote.

Sharing

You control what information is shared during this process. We will not share your personal information at any point of the process. We will not use your name or any other personal details in data presentation or idea sharing documents resulting from this process. Your participation in this process will have no negative impacts on your relationship with the Australian National University.

Data usage and storage

At the end of the consultation process (6 weeks), the ideas will be assessed by a panel of experts and feasible ideas will be added to a discussion paper for consideration in the ANU Below Zero Strategy document. The discussion paper will be available online for public viewing (as above, no personal details will be included in any documents resulting from this consultation process).

Data will be stored on a secure, password protected, server within the Australian National University. Data will be stored for at minimum five years, though potentially longer if a need emerges from the project. Following all use of the data (i.e. reporting on results of the consultation process), data will be retained by the Australian National University for use to inform future ANU Below Zero Initiative activities.

Privacy

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/ppi/document/ANUP_010007 and it contains information about how a person can:

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

When we engage third parties to perform services for us that involve handling any of the personal information we hold, we engage the third-party service provider in accordance with the obligations that apply to ANU under the Privacy Act.

Ideanote.io is a third-party service we are using to capture your ideas and comments. Their privacy policy is here - <https://ideanote.io/legal/privacy-policy>

A Privacy Impact Assessment has been undertaken as part of this process – you can access this document [here](#).

How to contact us about privacy matters:

Email: privacy@anu.edu.au
Phone: +61 2 6125 5111
(Mon-Fri: 8am-6pm)

Post: Attention:
Privacy Officer
The Australian National University
Canberra ACT 2601
Australia

Inappropriate content

We are committed to ensuring participants are treated with respect during this consultation process. Any content that is offensive, abusive, derogatory or otherwise inappropriate is prohibited. This process will be moderated and any unreasonable or inappropriate content will be removed according to the moderator guidelines (below). If you want to report inappropriate content, please email belowzero@anu.edu.au with details of the offense.

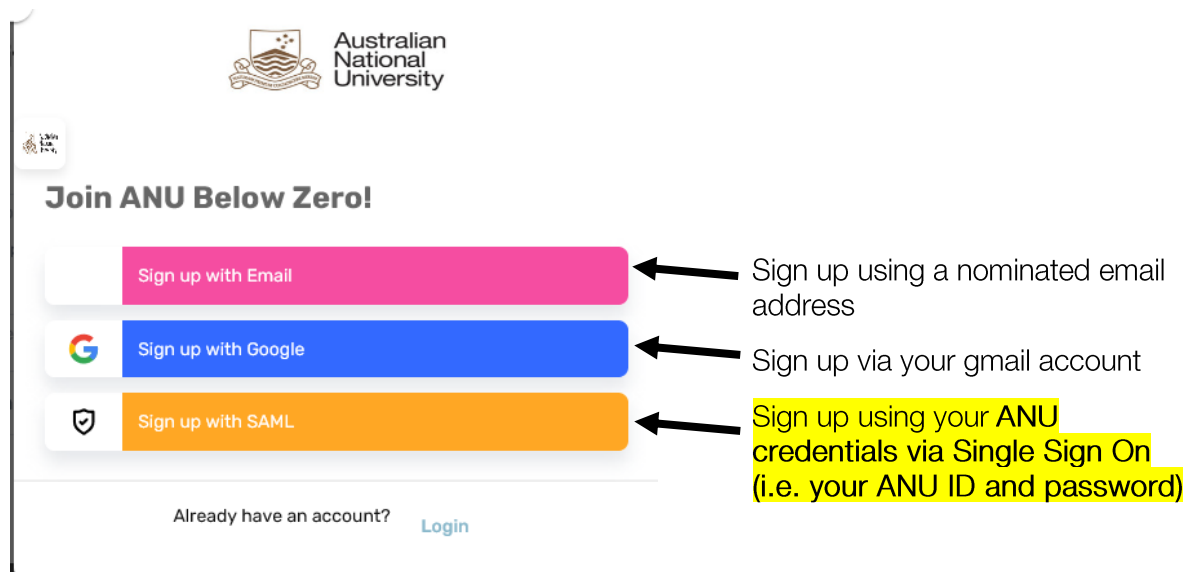
Contact us

Please submit any questions, comments or concerns to the ANU Below Zero Initiative via email at belowzero@anu.edu.au

User Guide for Ideanote

The ANU Below Zero consultation process is split into seven themes – each having an associated workshop and Ideanote page to collect ideas. A link is provided on the ANU website, which will take you through to the ANU’s unique page on the Ideanote platform.

Creating an account / Log-on to Ideanote - You will be asked to create an account when accessing the Ideanote platform for the first time. This will occur AFTER you submit your first idea. Use your ANU credentials by using the Single Sign On option as show in **yellow** below.



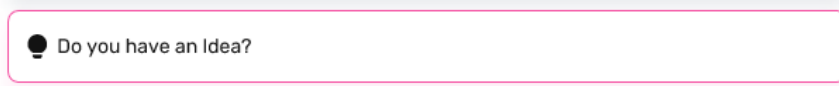
The screenshot shows the 'Join ANU Below Zero!' sign-up page. At the top is the Australian National University logo. Below the heading are three sign-up options: 'Sign up with Email' (pink button), 'Sign up with Google' (blue button with Google logo), and 'Sign up with SAML' (orange button with a shield icon). At the bottom, there is a link for 'Already have an account? Login'. Three arrows point from text annotations to the buttons: the first points to the pink button, the second to the blue button, and the third to the orange button. The text for the third arrow is highlighted in yellow.

Sign up using a nominated email address

Sign up via your gmail account

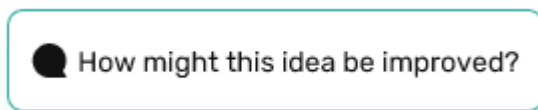
Sign up using your ANU credentials via Single Sign On (i.e. your ANU ID and password)

Adding your ideas - Once done, you can access the virtual post-it board for that theme. Here, you can add your ideas or up-vote or comment on other people's ideas.



← Click on this box to add an idea

← Add a short title for your idea
Then describe your idea in detail
You can also add attachments to your idea
When finished, hit "Submit" button



← Click on this box to add a comment to another idea



← Click on the heart in the top right-hand side, next to the idea to up-vote or "like" this idea

If you can't join or log on, or if your browser is telling you "This think does not exist", please clear your cookies and cached data for Ideanote in your browser (how to clear cookies and cached data in [Chrome](#), [Safari](#), [Firefox](#) and [Microsoft Edge](#))

If you are still having difficulties or do not want to post to this website for any reason, please email belowzero@anu.edu.au

Moderation Guidelines for the ANU Below Zero Initiative's consultation process

In February 2020, ANU called for urgent action to address climate change and committed to reduce our greenhouse gas emissions to below zero, as soon as possible, via a [resolution](#) from the ANU Council.

The ANU Below Zero Initiative is engaging with ANU staff, students and external stakeholders for ideas on how to achieve below zero emissions. Ideas will be captured using an online idea generation platform, called Ideanote.io (third-party website), and seven (7) targeted workshop

events. The workshops will be held on Zoom and recorded for post-event engagement for those who could not attend live.

In order to ensure this consultation process remains friendly, informative and welcoming for all visitors, we will moderate the live discussion during the Zoom events and will edit content if necessary. We will also moderate the posts and discussions on the online platform for idea generation (Ideanote).

The ANU Below Zero Initiative encourages discussion and opinion sharing via the online idea generation platform (Ideanote), however, spam will be removed. Spam includes unrelated information, excessively posting large quantities of questions after an answer has been provided, defamatory posts and comments, business promotion or promotion of another page.

We ask that when contributing your views to during this process, you ensure that you:

- do not harass, abuse, threaten or discriminate against other users including ANU employees and stakeholders
- do not post items that are likely to offend others
- do not use obscene, offensive or inappropriate language
- do not verbalise or post repeat comments continuously
- do not promote commercial interests, advertisements or endorsements of anything that is not related to the ANU
- protect the personal privacy of your own and others by not publicly posting personal information, such as email addresses, phone numbers and home addresses on the online platform or during live discussions

Failing to adhere to the above guidelines will result in moderation and potential banning from our pages, removal from the live discussion in the workshops and removal of posts from the ANU Below Zero Initiative's consultation processes.