

**The University of Edinburgh**  
**Task Group of the Sustainability & Environmental Advisory Group**  
**Fairtrade Steering Group (FSG)**

**28th Meeting: 2-3pm Tues 27<sup>th</sup> Sept 2011, Ochil Room, Charles Stewart House, 9-16 Chambers St**

**Members:**

Dr Kenneth Amaeshi	Snr Lecturer, Corporate Responsibility & Governance Network	KA
Evelyn Bain	Procurement Manager	EB
John Blair-Fish	IT Unix Systems, Information Services Group	JBF
Karen Bowman (Convener)	Director of Procurement	KB
Rachel Clough (Secretary)	Estates and Buildings	RC
Philippa Faulkner	EUSA Vice-President Services	PF
Davy Gray	EUSA Environmental Officer	DG
Rev Harriet Harris	University Chaplain	HH
Stephannie Hay	Development and Alumni	StH
Prof Tim Hayward	Director of the Just World Institute, SSPS, CHSS	TH
Angela Lewthwaite	Estates and Buildings Office	AL
Veronica Lopes Da Silva	EUSA – Ethics and Environment Officer	VL
Ian Macaulay	Asst. Director of Accommodation Services, Catering	IM
Emma Saunders	People & Planet	ES
David Somervell	Sustainability Adviser	DS
TBC	Press and PR Officer, Communications and Marketing	
Co-conveners of	Edinburgh University People and Planet Society	
Fairtrade Café students		FCS

**University Fair Trade Website is now at** <http://www.ed.ac.uk/fairtrade>

**Minutes and Papers of FSG can be found at** <http://www.seagfsg.estates.ed.ac.uk>

Fairtrade Foundation [www.fairtrade.org.uk](http://www.fairtrade.org.uk) / [www.fairtrade.org.uk/resources/downloadable\\_resources.aspx](http://www.fairtrade.org.uk/resources/downloadable_resources.aspx);

**Agenda**

<b>Corresponding:</b>	Dan Abrahams; VP Professor Mary Bownes, Professor Pete Higgins; Matthew McPherson, EUSA President; Prof Michael Northcott; Mr Nigel Paul; Dr Neil Thin; Prof Jan Webb.	
<b>Welcome:</b>	Prof Tim Hayward and new student reps from contributing societies	
		<b>Paper</b>
<b>1</b>	<b>Previous minute of meeting held on 24th May 2011</b>	<b>Paper 1</b>
<b>2</b>	<b>Governance of SRS at UoE - SEAG ETG update on where FSG fits in</b>	<b>Paper 2 DS</b>
<b>3</b>	<b>Fairtrade Academic Network – update</b>	<b>(Verbal)</b>
<b>4</b>	<b>Student Volunteers: DISCUSSION</b> – to identify potential roles people can play <a href="http://www.ed.ac.uk/schools-departments/student-recruitment/widening-participation/about/volunteering">www.ed.ac.uk/schools-departments/student-recruitment/widening-participation/about/volunteering</a>	<b>(Verbal)</b> <b>KB</b>
<b>5</b>	<b>FT Fortnight 2012</b> – Please come with ideas for Events in 27 Feb to 11 March 2012	<b>All</b>
<b>6</b>	<b>Special event / Our Changing World / Global Challenges</b> and associated events – <a href="http://www.ocw.ed.ac.uk">www.ocw.ed.ac.uk</a> <a href="http://www.ed.ac.uk/about/sustainability/events/global-challenges">www.ed.ac.uk/about/sustainability/events/global-challenges</a>	<b>Paper 3 DS</b>
<b>7</b>	<b>Achievements:</b> Request for material for bi-annual Report to Fairtrade Foundation – see last one <a href="http://www.seag.estates.ed.ac.uk/docs/open/Paper4FairTradePolicyRevised.pdf">www.seag.estates.ed.ac.uk/docs/open/Paper4FairTradePolicyRevised.pdf</a>	<b>Paper 4</b> <b>(EB)</b>
<b>8</b>	<b>AoB</b> • Revised date and time for Fairtrade Steering Group meetings in the future	

**Note:** The Fairtrade Foundation has advised on use of its brand name i.e. any commodities or services not accredited with the Fairtrade Foundation should be termed ‘fair trade’ (two separate words with no capital F)

## Fairtrade Steering Group (FSG) – Minute

### Task Group of the Sustainability & Environmental Advisory Group

**Twenty Seventh Meeting: Tuesday 24<sup>th</sup> May – 2-3pm - Ochil Room, Charles Stewart House**

#### Members:

Karen Bowman (Convener)	Director of Procurement	KB
Kenneth Amaeshi	Senior Lecturer in Strategy and International Business	KA
Evelyn Bain	Procurement Manager	EB
John Blair-Fish	IT Unix Systems, Information Services	JBF
Anna Borthwick	Press and PR Officer, Communications and Marketing	AB
Rachel Clough (Secretary)	Estates and Buildings	RC(S)
Philippa Faulkner	EUSA Vice-President Services (Designate)	PF
Sam Hansford	EUSA Vice President – Services	SH
Stephannie Hay	Development and Alumni	StH
Rev Harriet Harris	Chaplain	HH
Angela Lewthwaite	Estates and Buildings Office	AL
Veronica Lopes Da Silva	EUSA – Ethics and Environment	VL
Ian Macaulay	Asst. Director of Accommodation Services, Catering	IM
Liz Rawlings	EUSA President	LR
Emma Saunders	People & Planet	ES
Fairtrade café students		FCS
Davie Gray	EUSA- Environmental Officer	DG
David Somervell	Sustainability Advisor	DS

[www.fairtrade.org.uk](http://www.fairtrade.org.uk); [http://www.fairtrade.org.uk/resources/downloadable\\_resources.aspx](http://www.fairtrade.org.uk/resources/downloadable_resources.aspx); <http://www.seagfsg.estates.ed.ac.uk>

<b>Corresponding:</b>	VP Professor Mary Bownes, Professor Pete Higgins; Mr Nigel Paul; Prof Jan Webb; Prof Tim Hayward; Dr Graham Russell; Stewart Russell; Neil Thin; Prof Michael Northcott; Daniel Abrahams; Rev Dr Harriet Harris
<b>Welcome:</b>	In attendance: MSc students from PPP course presenting their research findings and tutor Dr Roger Sidaway.
<b>Apologies:</b>	Kenneth Amaeshi; Anna Borthwick; Rev Harriet Harris

#### Paper

<b>1</b>	<b>Previous minute of meeting held on 8<sup>th</sup> Feb 2011 – Agreed as a true record</b>	
<b>2</b>	<p><b>MSc Presentation – Fairtrade University Engagement</b></p> <p>MSc Students Ben Williams, Sam Hampshire, Amy Corstine and tutor Roger Sidaway were welcomed. The students presented the outcome and recommendations from their MSc research study that would improve the overall communication of the Fairtrade Initiative across the Student and Staff community.</p> <p>In 2003 the student community voted for the UoE to be the first Uni in Scotland to have the Fairtrade status, which was achieved in 2004. The ‘Edinburgh City Group’ was also looking to make Edinburgh the first Fairtrade City in Scotland.</p> <p>The students were tasked to investigate the barriers to Fairtrade within the University and bring back suggestions for how best to deal with the issue of Fairtrade and ensure Staff and Students are aware of how the University is involved in Fairtrade.</p> <p>Three barriers were identified and suggestions made to the University – all details can be found in the report enclosed. The PPP project highlighted that it was important to change barriers into opportunities and hoped that the suggestions made will be implemented in some form.</p> <p><b>Are there any specific recommendations that we could write into the role of FSG?</b></p> <ul style="list-style-type: none"> <li>• Add a FT related questions to the Staff and Student Survey – the data is required as a benchmark to judge whether the UoE have 50% FT products in offices.</li> <li>• Use staff induction process to promote FT – this is a missed opportunity.</li> </ul> <p>PPP students were happy for the University to publish their report on the FT website.</p> <p><b>Recommendations for EUSA</b></p> <ul style="list-style-type: none"> <li>• Refresher week for students later on in the year and reiterate the FT message to the students.</li> <li>• FT Liaison Officer could be introduced at EUSA to encourage continuity.</li> <li>• For those that are interested in development issues, an internship could be created to learn about the inner workings of FT at the University - Approach Mary Weather-Wilson with regards to Environment and Development and try to engage the internship. Also approach ‘Just World’ institute.</li> </ul>	

3	<p><b>Fairtrade Academic Network</b></p> <p>The network has now begun in conjunction with corporate SRS with a smaller group looking at FT - leadership coming from K Amaeshi and T Hayward on academic staff.</p>	
4	<p><b>Reports – Events at the UoE during FT14</b></p> <p>FT14 was a success with many events being held at the university, in particular at the Chaplaincy.</p> <p>Dorothy Cunningham is looking for more publicity/info/photos from the events at the FT14 to mount on the web.</p>	ALL
5	<p><b>UoE FT Website – demo and Feedback</b></p> <p>Dorothy Cunningham to present the current Fairtrade website and action any feedback with regards to changes to the content.</p> <p>The FT website is now active</p> <p>The group <b>noted</b> (as suggested in the MSc findings) that there is a lack of knowledge throughout the community with regards to the University’s Fairtrade status – the website will aid as a tool to get the message out to staff/students but there needs to be more publicity as a whole. It was suggested that the link to the FT website through the procurement department may not be the most logical way to get to the website and might need further links from other areas. Suggested that the FT website is also linked from the <b>OurED</b> homepage.</p> <p>The group <b>noted</b> the need for more information on the website to keep it live – request that the group provide information for Dorothy Cunningham via FSG secretary or direct to ensure that the website is kept up-to-date. Email is <b>Dorothy.Cunningham@ed.ac.uk</b></p>	ALL
6	<p><b>FT Statistics</b></p> <p>EB looking for information from EUSA – SH to action and pass on details to the relevant person.</p>	SH
7	<p><b>AoB and Date of next meeting</b></p> <ul style="list-style-type: none"> <li>• <b>EUSA – FT logo</b> will feature on all cups/mugs/menu’s etc..... – will be a great opportunity to promote FT at Teviot. There is still an issue with continuity between sabbaticals – who can we contact – in terms of the VPS – hope to get more in the way of engagement with the group. The best people to approach would be Davy Gray/Paul Vincenti/Nick Robertson/Chris Shrive</li> <li>• <b>Sustainability Awards</b> – A debrief paper will feature at the June meeting of SEAG.</li> <li>• <b>Edinburgh City Event and CAM</b> – joint event with the University – worth pursuing but need to set parameter and responsibility from the start. Need a specific event in mind before approaching the City. The venue is to be neutral – to ensure the message of a joint event is clear – more of a town and gown event.</li> <li>• <b>Date of next meeting</b> – <b>to carry on with Tuesday afternoons.</b> Tuesday 16<sup>th</sup> Aug – Ochil Room</li> <li>• <b>Action</b> – circulate PPP report to group</li> <li>• <b>Post meeting note</b> – the omnibus survey of staff students <b>cancelled</b> by CAM/EUSA</li> </ul>	

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The University of Edinburgh

## Sustainability & Environmental Advisory Group (SEAG)

# Governance of Social Responsibility and Sustainability (SRS)

This representation of the **SRS Strategy** and **Climate Action Plan** and the different **Groups** responsible for delivering them is intended to demonstrate how implementation is governed:-

### University of Edinburgh Strategic Plan 2008-12

**Our vision:** "To shape the future by attracting and developing the world's most promising students and outstanding staff." **Themes** include: Engaging with Our Wider Community and Promoting Equality, Diversity, Social Responsibility and Sustainability – part of V-P Mary Bownes' portfolio  
– approved by **Central Management Group (CMG)** and adopted by Court.

### Social Responsibility and Sustainability (SRS) Strategy 2010-20

**Vision:** To create opportunities from global challenges – choosing our future and making a positive contribution to society by engaging staff and students and showcasing best practice

– prepared by **Sustainability & Environmental Advisory Group** reporting to **CMG**.

**SEAG's objective:** "To advise CMG on how the University might differentiate itself as a leader in Social Responsibility and Sustainability and gain the organisational advantages of that distinction."

Convener: Prof Mary Bownes, Vice Principal, External Engagement / meets three times each year

Members are key decision-makers from each of the three Colleges and three Support Groups with a "futures thinking" remit to contribute to well-being in Scotland and globally – through academic knowledge exchange and promotion of good citizenship & in the management of our own activities.

<p><b>SEAG Operations Group</b> "To deliver all operational aspects of Edinburgh's SRS Implementation Plans to continuously improve environmental performance of operational areas." Nigel Paul, Director of Corporate Services Gp Members are practitioners responsible for delivering on campus activities – meeting six times / year.</p>	<p><b>Engagement Task Gp</b> "To engage with the wider University community &amp; external stakeholders &amp; identify specific opportunities for promoting SRS." Dawn Ellis, Director of Website Development Members are officers responsible for communicating change – meeting six times / yr.</p>	<p><b>Learning for Change TG</b> "To integrate principles, values and practices of sustainable development into all aspects of teaching and learning at the University." Prof Pete Higgins, Moray House Sch of Education Members are academics promoting Education for Sustainable Development – short life Task Group.</p>	<p><b>Fairtrade Steering Gp</b> "To promote fair trade's role in alleviating poverty and effecting real changes in people's lives in developing countries." Karen Bowman, Director of Procurement Members are students and staff committed to extending FT at UoE – 6 term time meetings.</p>
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### Climate Action Plan WGp

"To implement all aspects of **Climate Action Plan**"

Geoff Turnbull, Asst Dir, Estates & Buildings

Members are directly responsible for managing and reporting on progress  
– meeting monthly.

*"It is good to get this recognition. As you are aware I've been conscious of the need for annual SRS reporting for some time.*

*As we move forward there will be an increasing need to publicly proclaim the value of Edinburgh as a University to politicians and the public sector, potential students, current students and alumni, as well as the business and charity sectors, not to mention general public. SRS reporting is a hugely important part of this jigsaw."*

– Nigel Paul, commenting on the University being named as one of just eight UK HEIs reporting on Sustainability on CorporateRegister.com website.

August 2011

The SRS Strategy & Action Plan each have an annual Implementation Plan & related Progress Log to evidence how objectives being achieved. David Somervell, Sustainability Adviser, 12 Aug 2011

The University of Edinburgh  
 Fairtrade Steering Group (FSG)

Task Group of the Sustainability & Environmental Advisory Group

Twenty Eighth Meeting: Tuesday 27<sup>th</sup> September – 2-3pm - Ochil Room, Charles Stewart House

Forthcoming Events

1. Fair trade event Wednesday 2nd November

Members of the Group are particularly invited to participate in an event being held this semester:

**Free Trade or Fair Trade? Social and ethical issues of trade justice**

Wednesday 2 November 2011, 6pm - 8pm Seminar Rooms 1&2, Chrystal Macmillan Building

What is fair about fair trade? Can free trade address global injustice? A panel discussion with key academics from the University of Edinburgh, NGO representatives, and members of a new fair trade academic network.

It is one of the extracurricular events in Semester 1 that echo the *Our Changing World* lectures open to first and second year students, staff and the wider public. See more at [www.ocw.ed.ac.uk](http://www.ocw.ed.ac.uk)

2. Our Changing World Lecture Series



**Our Changing World**

Interdisciplinary course for first & second year students in all subjects  
 - a series of public Lectures, 6.30pm, Tuesdays, in Appleton Tower 4

<p><b>Meeting the 21st century challenges of climate change and energy security</b>          Dr Andy Kerr, 27 Sept</p> <p><b>Fuelling the future: Electricity with Carbon Capture and geological storage</b>          Prof Stuart Haszeldine, 4 Oct</p> <p><b>Critical thinking on climate change: separating skepticism from denial</b>          Dr Richard Milne, 11 Oct</p> <p><b>Powering Ahead: Solar and Renewable Energy</b> Dr Neil Robertson, 18 Oct</p> <p><b>Sustainable Business in Emerging Markets</b> Dr Kenneth Amaeshi, 25 Oct</p> <p><b>Food for the Future: the potential of GM animals</b> Prof Helen Sang, 1 Nov</p> <p><b>Dealing with the Past: Peace v Justice?</b> Prof Christine Bell, 8 Nov</p> <p><b>Synthetic biology the potential and the problems of re-engineering life</b>          Prof Jamie Davies, 15 Nov</p> <p><b>University Enlightenment Lecture Population - can we begin to talk sensibly?</b>          Prof Aubrey Manning, 22 Nov, 7pm George Lecture Theatre</p>	<p><b>Course at a glance</b>          1st/2nd Year Undergraduate?  <b>To enrol, contact your Director of Studies</b>  <b>Course credit:</b> 20  <b>Course code:</b> BIME08006  <b>First class meeting:</b>          6:30pm, 20 Sept 2011          Appleton Lecture Theatre 4  <b>For further info contact:</b>          Dr Celine Caquineau          Email: <a href="mailto:c.caquineau@ed.ac.uk">c.caquineau@ed.ac.uk</a>          Lauren Sandford          Email: <a href="mailto:Lauren.Sandford@ed.ac.uk">Lauren.Sandford@ed.ac.uk</a>  <b>General Public invited too!</b></p>
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Printed on 100% recycled paper, Sept 2011

**Register via [www.ed.ac.uk/sustainability/ocw](http://www.ed.ac.uk/sustainability/ocw)**

3. Global Challenges Events

Global Challenges is a series of extracurricular events open to all which are aimed at engaging the University of Edinburgh and the wider community with some of the challenges facing our world.

It brings together those teaching and researching topics such as climate change, resource depletion, and food security with those seeking to take action in the University and across the City of Edinburgh.



### **'Burning Ice' Film and Discussion**

Wednesday 21 September 2011, 7.45pm - 9.45pm *George Sq Lecture Theatre EH8 9LJ*  
Screening of film by Peter Guilbert (2010 / 79 mins) followed by panel discussion chaired by Dr Andy Kerr, Director of the Edinburgh Centre on Climate Change.

### **Visit to UK Biochar Research Centre**

Wednesday 28 September 2011, 3pm - 5pm *Crew Building, King's Buildings, West Mains Rd EH9 3JN*  
Biochar could capture CO2 emissions and provide a soil improver to enhance crops without oil-based fertiliser. Tour the first major test facility and join an informal discussion on the potential applications.

### **Jubilee Scotland People's Debt Tribunal**

Wednesday 5 October 2011, 6pm - 8.30pm *Committee Room 1, Scottish Parliament, Holyrood*  
Experts debate the motion to Scottish Parliament for Scotland to become an "arbiter of debt" followed by an audience vote. Please contact [alice@teu.org.uk](mailto:alice@teu.org.uk) for more information and registration.

### **How can Scotland harness the benefits of renewable energy sources?**

Wednesday 12 October 2011, 7pm - 9pm *Playfair Library, Old College, South Bridge EH8 9YL*  
Wave and tidal energy, a promising source of green jobs and potential contributor to energy autonomy for Scotland, requires a skills revolution. Join us in exploring this topic with local renewable energy companies including Pelamis and Artemis Intelligent Power

### **Communicating Climate Change**

Monday 17 October 2011, 7pm - 9pm *Potterrow Chaplaincy, Bristo Square EH8 9AL*  
A practical workshop in collaboration with People and Planet Society and the Alternative Education group to develop tools to effectively respond to climate change denial.

### **Beyond Carbon in Sustainable Building**

Wednesday 19 October 2011, 7pm - 9pm *Minto House Lecture Theatre, 20-22 Chambers St EH1 1JZ*  
Avoiding the obsession with carbon, we look at the future of truly sustainable design. Howard Liddell from Gaia Architects, author of *Eco-minimalism* (2008) gives 'A Carbon Free Lecture', followed by discussions.

### **Food Security: an afternoon of practical activity**

Wednesday 26 October 2011, 2pm - 4pm *Royal Edinburgh Community Garden, Myreside Rd, Morningside*  
Hands on learning about local food production with a discussion on food security, with Transition Edinburgh University, Transition Edinburgh South, Allotment and Permaculture Society and Slow Food Edinburgh.

### **Free Trade or Fair Trade? Social and ethical issues of trade justice**

Wednesday 2 November 2011, 6pm - 8pm *Chrystal Macmillan Building, 15A George Sq EH8 9LD*  
What is fair about fair trade? Can free trade address global injustice? A panel discussion with key academics from the University of Edinburgh, NGO representatives, and members of a new fair trade academic network.

### **Human Rights and the Arab Spring**

Wednesday 9 November 2011, 7pm *Potterrow Chaplaincy, Bristo Square EH8 9AL*  
Amnesty International Society and Jubilee Scotland explore justice, rights, gender and economics in the wave of protests and revolutions in the Arab world.

### **Ethics and Medical Research**

Wednesday 16 November 2011, 6pm - 8pm *Playfair Library, Old College, South Bridge EH8 9YL*  
Workshop and discussion exploring global access to medicine, from research to end product. With Reclaim Research campaign and MedAccess Society.

### **Winter Feast**

Thursday 1 December 2011, 7.30pm - 11.30pm *Old St. Paul's Church Hall, 63 Jeffrey Street EH1 1DH*  
Celebrate the end of the year with us at this delicious and friendly meal with live music. Join in with food and décor preparation from 5pm or come along to eat, drink and make merry from 7.30pm. More information and registration for this event please contact [caro@teu.org.uk](mailto:caro@teu.org.uk)

Please register via [www.ed.ac.uk/sustainability/global-challenges](http://www.ed.ac.uk/sustainability/global-challenges)



**FAIRTRADE  
FOUNDATION**

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[www.fairtrade.org.uk](http://www.fairtrade.org.uk)

## FAIRTRADE UNIVERSITY / COLLEGE STATUS RENEWAL FORM

Complete and return annually to renew your Fairtrade status!

Gaining Fairtrade University or College status is a fantastic achievement, but is just the start of a Fairtrade University or College's ongoing commitment.

A copy of this form should be completed and returned to us accompanied by supporting evidence each year to show the continuing progress towards each goal, and enable us to best support your ongoing work raising awareness of Fairtrade.

**Please email it with your supporting evidence to [volunteer.university@fairtrade.org.uk](mailto:volunteer.university@fairtrade.org.uk). You can also post hard copy supporting evidence to: Fairtrade Universities and Colleges, Fairtrade Foundation, 3<sup>rd</sup> Floor, Ibex House, 42-47 Minories, London EC3N 1DY.**

NB: Please check the Fairtrade Foundation website to ensure you have the most up to date version of this form, goal information and supporting document expectations.

<b>Name of University/College:</b>	<b>The University of Edinburgh</b>
<b>Contact name:</b>	<b>Evelyn Bain</b>
<b>Position of contact:</b>	<b>MCIPS, Procurement Manager</b>
<b>Address:</b>	<b>The University of Edinburgh Procurement Office, Charles Stewart House 9-16 Chambers Street Edinburgh EH1 1HT</b>
<b>Telephone:</b>	<b>0131 650 2506</b>
<b>E-mail address:</b>	<b><a href="mailto:Evelyn.Bain@ed.ac.uk">Evelyn.Bain@ed.ac.uk</a></b>
<b>Total number of students enrolled:</b>	<b>over 28,158 (approximately 8,026 staff)</b>
<b>Date of submission:</b>	<b>July 2010</b>

Remember the FAIRTRADE Mark is your only guarantee of independent certification. Please be wary of companies claiming to provide "Fair Trade" or "ethically traded" foods that do not carry the FAIRTRADE Mark. Contact us if you need further clarification. 020 7405 5942

**Goal 1: The Student Union (SU) and the University/College authorities sign a Fairtrade policy.** Annual review of policy to deepen the university/college commitment.

How has the policy been maintained? Has anything been added to the policy following review? How is the Students' Union implementing the policy? How is the University/College Authority implementing the policy? Please include a copy of the latest policy.

Actions taken:

**Authority:** The University Mission includes *"Make a significant, sustainable and socially responsible contribution to Scotland, the UK and the world, promoting health and economic and cultural wellbeing."*

Vice-Principal Mary Bownes leads on one of Six Strategic themes of *Promoting Equality, Diversity, Sustainability and Social Responsibility* in the University Strategic Plan 2008-12, which refers to retain Fairtrade status. [http://www.planning.ed.ac.uk/strategic\\_planning/SP2008-12/SP0812.htm](http://www.planning.ed.ac.uk/strategic_planning/SP2008-12/SP0812.htm)

The University has recently published a wide-ranging Social Responsibility and Sustainability (SRS) Strategy which incorporates the fair trade strategic aims and wider SRS targets and plans.

This is being monitored closely and our Fairtrade Steering Group policy is being updated/reviewed.

[http://www.docs.csg.ed.ac.uk/EstatesBuildings/Policies/Social\\_Responsibility\\_and\\_Sustainability\\_Strategy\\_2010.pdf](http://www.docs.csg.ed.ac.uk/EstatesBuildings/Policies/Social_Responsibility_and_Sustainability_Strategy_2010.pdf)

The University Sustainable Procurement Strategy has been redrafted and is being updated for reference to the Scottish Sustainable Procurement Action Plan 2010, which mentions Fair Trade.

We are actively influencing the public procurement reforms on SRS and related issues as well.

The convenor of the University Fairtrade Steering Group (our Director of Procurement) signed the Fairtrade Foundation letter on behalf of the University online to the EU Commission regarding social considerations in public procurement to help fair trade policy in public tenders and contracts.

[http://www.fairtrade.org.uk/get\\_involved/campaigns/fairtrade\\_towns/civil\\_society\\_support\\_for\\_the\\_inclusion\\_of\\_fair\\_trade\\_in\\_public\\_procurement\\_needed.aspx?dm\\_i=5QB,6P8P,1O9214,GKL9,1](http://www.fairtrade.org.uk/get_involved/campaigns/fairtrade_towns/civil_society_support_for_the_inclusion_of_fair_trade_in_public_procurement_needed.aspx?dm_i=5QB,6P8P,1O9214,GKL9,1)

- We have started to review our group's remit in the light of the Strategic Plan for next year.

**Update on NUSL-level action:** As a result of policy pushed by the Students' Association (EUSA) NUSL committed to a total switch to Fairtrade hot beverages at the beginning of 2007. We requested an update recently and this switch has been confirmed and is being maintained. We understand that NUSL has a dilemma with an exclusive new coffee they are bringing in, in that it is very much a fairly-traded product but unlikely to get the Fairtrade mark. They are concerned about the implications of this for universities with Fairtrade status. We are also finding NUSL supply chain for Fairtrade bananas unreliable. VPS is going to take this up prior to the new student year. EUSA will not be affected as it doesn't actually buy hot drinks through NUSL.

The University of Edinburgh in-house catering operation buys all food products via two main consortia: The University of Edinburgh Caterers Organisation (TUCO) and Advanced Procurement for Universities and Colleges (APUC), the latter being centre of procurement expertise under the Scottish Public Procurement Reforms and TUCO representing the UK institutions. The University of Edinburgh Assistant Director of Catering is a Director on the board of the newly formed company "TUCO Organisation Ltd" which represents all in-house catering in further and higher education institutions in the UK. Following a recent merger with another purchasing organisation the combined annual spend on procurement has been able to be consolidated and increased from £55m to £80m across a range of catering commodity items. TUCO Organisation Ltd is the parent

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company with the wholly owned subsidiary company “TUCO Purchasing Ltd” and in this role as director on the main board the University of Edinburgh (representing the TUCO Scotland and N Ireland region) is able to directly challenge and inform future tenders with the aim securing as many Fairtrade products as possible for catering use, whilst dealing with some ongoing and remaining issues of volume and ability to meet demand for certain fair trade products. In addition non FE and HE Institutions are able to become members of TUCO Purchasing Ltd so out with the sector others can benefit if they join from local authorities and other public sector organisations.

APUC is a member of the Environmental Advisors for Universities and Colleges – Scotland (EAUC-S) and on the steering group for the DfID Poverty Aware Procurement on Campus project. The latter has now published 14 Commodity Information Communication tools on their website <http://www.eauc.org.uk/home> and now our procurement managers are reviewing in their strategies.

We now source Fairtrade bananas through the APUC Fruit and Veg contracts, but there is still random supply as suppliers struggle to meet demand given the need for fully ripe bananas for catering on a daily basis. We think about local supply vs fair trade producers for other produce.

## **Result: Goal Maintained**

### **Comments and further appropriate actions:**

Congratulations on maintaining this goal and successfully gaining the support of various groups and associations across the University that lobby for more Fairtrade products, sustainable procurement policies, social responsibility and equality in the University and community. It is great news that the convenor of the University Fairtrade Steering Group signed the Fairtrade Foundation letter EU Commission regarding social considerations in public procurement to help fair trade policy in public tenders and contracts. This shows the University’s commitment to the Fairtrade campaign and trade justice issues.

I would also like to mention that we appreciate updates on the campaign at NUSSL-level action and the University campaign activity but do make sure that your application includes only latest news and developments since your previous renewal as we can always refer back to past submissions for the campaign background. The renewal form is a tool to assess what has been added to the policy each year and how the campaign has developed since the last renewal.

Thank you for informing us that the Fairtrade Steering Group policy and the Scottish Sustainable Procurement Action Plan 2010 are currently being reviewed. Do keep us up-to-date with any changes that are made to the policy in relation to Fairtrade campaign activities. Keep up the momentum and for next year concentrate on getting as many students and staff members involved in the campaign as possible. Explore more opportunities of working in collaboration with local Fairtrade networks (Schools, Town, Churches) to organise joint events. This helps in rapidly expanding your campaign and spreads the Fairtrade message beyond the University campus.

We look forward to seeing how your campaign develops in the coming year.

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**Goal 2: Fairtrade products including food and cotton are made available for sale in all campus shops.** The availability and use of Fairtrade products throughout the university/college increases year on year. The university/college and Student Union commits to sourcing Fairtrade cotton products in their purchasing (for example staff uniforms, course wear and merchandise)

Is there a wider variety of products now on offer? What new products have you investigated bringing on to campus? What Fairtrade cotton products have been purchased by the university/college/SU? How are Fairtrade products promoted at the point of sale?
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Date achieved:

Please list all outlets on campus and indicate how they are catered/supplied (if you have several suppliers of Fairtrade products, please list a few as examples):

- The University of Edinburgh operations now have three coffee machine suppliers and are going through a process of rationalisation currently, these are, Café Bar, Mathew Algie and Caber Coffee. Regardless of supplier, all actual coffee and tea product used is Fairtrade from beans to ground roast coffee to bulk brew tea. For all commercial catering activity this is also fair trade and for tea the full Clipper range of tea and speciality teas is used. The plan is still in the next two years to rationalise down to only two coffee suppliers.
- The University of Edinburgh is also now working with Green City Wholefoods as a local Glasgow supplier and bringing in some more Fairtrade products as they become available and budget levels allow them to be stocked.
- Some have vending (Flavia) Rainforest Alliance produce and this was mentioned when Harriet Lamb attended a conference here. If not Fairtrade marked we look for the next nearest option.
- Discussions have been started with John Riches (Just Trading Scotland), looking at the volume issues with supplies of rice and grain to the food service sector as packaging is still too much in a retail size instead of 3kg and 5kg bags. The University is working with Just Trading to see if a container can be brought into Scotland from Malawi and then to get a distribution route which all TUCO members can benefit from through Scotland. We are piloting this over the summer.
- In the Pollock Halls catered Halls of Residence, and Moray House School of Education the University of Edinburgh has installed a bulk orange and pineapple juice solution with machines with scrolling LCD panel advertising fairtrade and bag in box 10 litre box concentrate of the product. The supplier is Krogab, and this juice is available to all 2,000 students on site and all commercial customers in the vacation periods when student accommodation and catering is sold commercially. These machines were put in during February 2009 and over the period 1<sup>st</sup> March 2009 to 28<sup>th</sup> Feb 2010, over 8,410 litres of concentrated fair trade orange and pineapple juice have been dispensed.
- EUSA continues to expand the range of Fairtrade products stocked in its shops. The cotton clothing range has been expanded to T-shirts as well as hoodies and now makes up more than half of The University of Edinburgh clothing items on sale. For Fairtrade Fortnight 2009, the University of Edinburgh Gift Shop (run by University communications and media not EUSA) also permanently switched its T-shirt ranges to Fairtrade cotton, sourced from Epona.
- The students' union shops have introduced numerous new Fairtrade snacks and chocolates.
- EUSA have won a catering contract to supply a catered facility at the National Library of Scotland. Fairtrade goods will form an integral part of this agreement which will include tea, coffee, chocolate, sugar, confectionary, fruit, juices and wine etc. This hosted the City Fairtrade breakfast during Fairtrade Fortnight 2010 when the Lord Provost gave NLS a Fairtrade Award.

### **Ongoing:**

EUSA sales of tea and coffee in the students' union venues across the campus during 2009-2010 totalled 271,215 cups of tea and coffee. EUSA has also sold over 1,500 cans of Ubuntu/Fairtrade cola as well as juices, snacks, chocolate and 95 bottles of Fairtrade wine in the student union bars.

Total sales value within the student shops during 2009-2010 was £27,000 the total portfolio of products was as follows: Fruit Juice, Ubuntu Cola, Chocolate, Coffee, Tea, Snacks and Wine.

Fairtrade consumption figures for the University (out with EUSA) for the period March 2009 –

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February 2010 are 1.05 million cups of coffee, 800,000 cups of tea, 558,000 sticks of Fairtrade brown and white sugar during the same period.

Total for both university and students union is some 2.12m Fairtrade beverages sold in a year.

## **Result: Goal Maintained**

### **Comments and further appropriate actions**

Well done-goal maintained. Thank you for including sales figures in your report. 2.12 m Fairtrade beverages sold last year – that is a very impressive figure! It just goes on to show that your campaign is rapidly expanding and the University is playing an important role in helping producers in developing countries to transform their lives and lift themselves out of poverty with dignity. Do staff and students know about these figures? To publicize your efforts have you thought about having display boards at your outlets that are updated monthly or quarterly with the number of Fairtrade beverages sold on campus? You could use these display boards as a tool for creating excitement among staff and students especially during the Fairtrade Fortnight. It is also a great way of informing visitors of your active Fairtrade campaign. It's great to see that you are actively monitoring your campaign by tracking sales figures. (Please include a detailed list of all the brands and product range of individual brands made available on campus)

Its great to know that discussions are on with Just Trading Scotland to bring in a container from Malawi and to get a distribution route which all TUCO members can benefit from. them looking into these initiatives is a great way to ensure the quantities of such Fairtrade products are available for TUCO members!

Also remember to use our new renewal application form for your next renewal. The renewal form includes a table to log the products you sell, sales figures, suppliers information etc. The new template will help you track your products and make informed purchasing decisions and also help us in assessing what you are selling and offer advice for the future.

Suggestions for next year would be to offer seasonally popular Fairtrade products and to make full use of resources available to promote them (newsletters, point of sale posters, students union website etc). Example: Selling Fairtrade ice creams and frozen yogurt in summer, Fairtrade roses on Valentine's Day, Fairtrade sports balls during the World Cup fever, Christmas puddings and fruit cakes for Christmas. The opportunities are endless.

Once again I would like to mention that you need to only include new products and initiatives introduced since your previous renewal. Since you have already mentioned points 1,2, 6 and 7 in your previous renewals it is not required for you to do so again so for your next renewal only include any changes or developments to your existing campaign activities.

If you need any more ideas or support for your campaign do not hesitate to write to us. Keep up the good work!

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### **Goal 3: Fairtrade products are served at all meetings and events hosted by the University /College and the Student Union (or equivalent), including internal management meetings.**

Tea, coffee and sugar to be served as standard with other Fairtrade products being introduced (e.g. biscuits and juice) where possible.

What further steps has the university/college taken to make Fairtrade products more widely available in meetings? Are Fairtrade products served in conferences? Are Fairtrade juices, wine, fresh fruit and snacks available? Are all departments using Fairtrade tea and coffee?
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Date achieved:

Details: (Please list products available, with product details as for Goal 2 evidence)

Example:

Outlet	Product	Brand	Meetings
SU offices	Peru Machu Picchu Organic Ground Coffee	Cafedirect	All SU meetings and refreshments
Catering for meetings	Fairtrade sugar sticks	Cafeology	All university catered meetings
Catering for meetings	Fairtrade everyday teabags	Clipper	All university catered meetings
etc	etc	etc	etc

Any other progress or achievements:

A range of Fairtrade wines are now available through the TUCO National wines and spirits contract should customers wish to choose them. These are also included on the wine lists mailed out to customers so they have the full choice should they wish to choose fair-trade wines. This has been taking place since March 2004.

All conferences that are catered for by EUSA, or The University of Edinburgh of Edinburgh under its commercial brand Edinburgh First [www.edinburghfirst.com](http://www.edinburghfirst.com), receive Fairtrade tea and coffee.

This is the bulk of events taking place on university premises and in small/large meeting rooms.

This also covers soluble Café Direct coffee and sugar sticks and Tea Direct bags used in all bedrooms during vacation periods when University accommodation is let commercially.

We also use Fairtrade fruit and juices at breakfasts for our commercial lets in the summer months.

## **Result: Goal Maintained**

### **Comments and further appropriate actions:**

Well done – do keep up the pressure by serving tea and coffee with the FAIRTRADE Mark. It's great to know that a range of Fairtrade wines are also available should customers wish to choose them. We'd be interested to find out how much this offer is taken up by customers? Are you aware that a fine selection of [Fairtrade Herbal and Speciality teas](#) are also available should you wish to expand the range of teas available to your guests. For next year you could also consider expanding the range of Fairtrade certified products available for meetings and in management offices to include biscuits and snacks such as nuts.

Introducing explanation boards to spread awareness about the campaign is a great step forward for your campaign. If you have not already perhaps next consider handouts to meeting attendants to raise awareness even further. You can download [promotional material](#) from the Fairtrade Foundation website for use. Great effort.

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**Goal 4: Campaigns are run on campus to increase the understanding of Fairtrade and consumption of Fairtrade products.** This should include student events, actions and trade justice awareness raising as well as integrating Fairtrade in to subject teaching where appropriate.

What additional events have been organised over the past year? What press/media coverage has been achieved? Please include as many photos and examples of coverage as possible. Has teaching on Fairtrade been incorporated in to any courses?

Date achieved:

Further details (Please give details of special events or promotions and attach copies of any relevant articles and images):

- EUSA main website featured a Fairtrade news link before and during Fairtrade Fortnight 2010. We invited press to events <http://www.eusa.ed.ac.uk/environment/fairtrade>
- The Fairtrade status is now featured in articles in the Prospectuses for both undergraduate and postgraduate students. Our Strategic Plan has wide publicity and refers to our Fairtrade status.
- EUSA now includes the Fairtrade logo, with the line 'Proud to be a Fairtrade Union' at the bottom of all letter-headed paper.
- Web page and staff and student newsletter items appeared publicising the International Women's Day lecture by Harriet Lamb,CBE and the First Scottish Universities and Colleges Fairtrade conference on 8 March 2010. Online booking service was provided for both events.
- APUC sent an eZine item to the Universities Scotland and Scotland's Colleges (Principals/VCs group), Scottish Funding Council and the Procurement Networks for colleges and universities
- EAUC publicised the events on their website as did the Scottish Fair Trade Forum and p&p.

## Director of Procurement shares views on Fairtrade Fortnight

Our Director of Procurement, Karen Bowman, was asked for her personal views re Fairtrade Fortnight by WM magazine of the Church of Scotland.

You can read her interview here:

- [Church of Scotland WM magazine article](#)

## **(Internal) SEAG Paper 6 Meeting 3 February 2010 Fairtrade Steering Group Report**

<http://www.seag.estates.ed.ac.uk/docs/open/Paper4FairTradePolicyRevised.pdf>

(Internal) Report from People and Planet Re: Fairtrade review 2009/2010

People and Planet society were involved in a number of Fairtrade (FT) activities throughout the year, promoting FT, celebrating FT and campaigning for trade justice.

It began as usual with a hectic Freshers week, in which we introduced new students to FT with a picnic and football game using a FT football and of course eating FT food. There was a talk and discussion about what Fairtrade means at our day long event.

One of the first activities we did was to send one of every Scotmid FT item to the Danish FT foundation. They had asked us to do this so they could persuade Danish supermarkets to stock more FT.

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The main campaign for the year was the 'schools campaign'. Our idea was to visit local schools and do assemblies/presentations about FT. This took lots of planning, and we were disappointed in the end to only have one reply so far (we did a very successful assembly and 3 presentations at this school). We have not given up however and are looking at other ways to approach the schools. We did however do a presentation at the Edinburgh Art College who are now well on their way to becoming Fairtrade.

People and Planet helped with the organisation of the first ever Scottish Universities and Colleges FT conference, at the end of FT fortnight. Other FT fortnight events included a Fashion show, olive oil tasting from local company 'Equal Exchange', a chocolate fountain, and a FT football tournament.

Throughout the year there were a number of other events – a debate hosted by Norman Chipakupaku, FT vs. non-FT tasting, a talk by a Honduran Union worker on the impact of trade justice, and we helped out at the Scottish Fairtrade Forums campaign day.

We have recently petitioned the student union to stock more FT products, and will be meeting up with their shop manager soon to discuss this.

Finally, our latest project is to create a FT naked calendar, promoting Fairtrade!

### **Student campaigns**

Students worked on a number of Fairtrade campaigns.

- Working with the Student Union to provide information boards 1 meter in size which were displayed giving information about Fairtrade at the University of Edinburgh.
- Asking for the Train companies to offer Fairtrade products
- Plans are underway to ask students at The University of Edinburgh to visit schools to discuss the benefits and ethos of the Fairtrade Foundation.
- Volunteer works with the Scottish Fair Trade Forum to help make Scotland a Fair Trade nation.

### **Fairtrade Fortnight 2010**

All those involved with Fairtrade at the University of Edinburgh managed to pull together a packed programme of events for this year's FT Fortnight, demonstrating that there is still a great deal of enthusiasm for the cause.

To mark the Fairtrade Fortnight, building on the success of 2009, this fortnight also marked The University of Edinburgh's 6<sup>th</sup> birthday, with the Programme shown below:

<http://www.docs.csg.ed.ac.uk/Procurement/FairTrade/fairtradefortnightposter2010.pdf>

### **Fairtrade Fortnight Update and Events 22<sup>nd</sup> February- 7<sup>th</sup> March 2010**

Fairtrade Fortnight saw Edinburgh University celebrate its sixth anniversary as Scotland's first Fairtrade University

### **What next?**

With Edinburgh Napier University we have had a motion passed by the Edinburgh Fairtrade City Initiative steering group to set up a city-wide universities and colleges subgroup and we have some sponsorship towards assisting others in carrying forwards the pledges made at the Conference itself.

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## **What EUSA has been doing?**

EUSA has moved forward significantly with regard to the Environment and sustainability and now lead the UK as the best Student Union in the country in this area. The following are some highlights from this year:

- Sound Impact 2010 winners (100 student unions participated). Top Student Union in UK for actions in the Environment. This encompassed a great deal of work and effort and EUSA are immensely proud of this achievement.
- Developed a EUSA Environmental and Ethical Strategy which comprises their plan for the next decade and how they can aim to tackle climate change on campus.
- Launched EUSA website and work on 10:10 to try to reduce University carbon footprint by 10%.

## **How EUSA will interact with the University in the future?**

EUSA's interaction with the University is crucial as students have led the environmental cause and it is a key concern of EUSA's 26,000 members who make up the majority is the University campus. The following people will be the contact within EUSA and everything relating to the representation on the Environment should flow through these individuals:

### **Sam Hansford , Vice President Services**

- Sam will be the main contact within EUSA and has sabbatical responsibility for Environmental issues.
- He will sit on SEAG
- Sam will receive reports on FSG activity from the other EUSA elected reps.
- Sam will chair EUSAs internal Environmental and Ethical committee

### **Veronica Lopes Da Silva, Philippa Faulkner EUSA Elected Reps**

- Veronica and Philippa will be the reps who sit on Fairtrade Steering Group
- They will report actions to Sam and feed into EUSAs own Environmental and Ethical committee.

The staff contact at EUSA who will be the daily contact for general environmental issues and concerns:

- Davie Gray is the contact for all daily matters relating to the environment
- He will be the source of most information in this area and will direct you to the appropriate person where relevant
- He will attend SIFTIG meetings where deemed appropriate
- He updates the VPS where appropriate on issues arising within this area

## **Events:**

**Inaugural International Women's Day 2011 8<sup>th</sup> March 2010 McEwen Hall, Teviot Place, Edinburgh from 17.30pm to 19.00pm**

Chaired by journalist and broadcaster, Sheena McDonald

### **Inaugural International Woman's Day Lecture**

**Harriet Lamb, CBE, Executive Director of Fairtrade Foundation**

<http://www.ed.ac.uk/news/events/fairtrade-220210>

**A reception was hosted by the Vice-Principal for the Inaugural Lecture with invitees from the City, Scottish and UK Parliament, local and national Fairtrade supporters from schools, faith groups and NGOs; student presidents and Fairtrade producers.**

**A venue was provided for the Scottish Fair Trade Forum Board to meet informally with Harriet Lamb to review progress on initiatives within Scotland over a light lunch.**

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The lecture is now available online to view <http://www.ed.ac.uk/about/video/featured>  
Or at <http://www.ed.ac.uk/schools-departments/equality-diversity/news-events/news/international-womens-day>

Hosted the First Scottish Fairtrade University and College Conference 8<sup>th</sup> March 2010  
At EUSA Teviot Row, House Bristo Square, Edinburgh from 11am to 17.00pm



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Committees, Working

The Conference included workshops run by staff and students from institutions that have gained Fair Trade status and attended by others who were interested in doing so.

Approximately 100 attendees registered which included Universities, Colleges, Businesses and Shops, on the day 76 arrived at the Conference and there was a great buzz of energy.

At the start of each of the workshops each attendee was asked to think about what they could do within their organisation to promote Fairtrade, they were given a banana shaped piece of paper which was named as "The Banana Pledge" all ideas were collated on the Pledge forms, see attached URL.

<http://www.docscsg.ed.ac.uk/Procurement/FairTrade/BananaPledges2010.pdf>

- The event has been followed up with a reminder of Pledges for the World Fair Trade Day in May and more communications are being planned within the City subgroup and through other university/college networks to encourage working to a Fair Trade Nation.

Through volunteers at the Scottish Fair Trade Forum a variety of Local Suppliers were invited to set up stalls with Fair Trade products and goods where all the students had lunch. Main Sponsor was Scotmid Co-operative and the event was supported by Edinburgh Napier University, Scottish Fair Trade Forum, EUSA and suppliers

#### Talks from:

Harriet Lamb CBE, Director of the Fairtrade Foundation  
Betsy Reed, Director of the Scottish Fair Trade Forum  
Palestinian Olive Oil Producer  
Norman Chipakupaku from an NGO

<http://www.ed.ac.uk/news/events/fairtrade-220210>



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Scotland's  
universities  
and colleges  
1<sup>st</sup> Fairtrade  
Conference



Any other progress or achievements (e.g. Fairtrade teaching in courses, collaboration with other Fairtrade campaign groups, other creative campaigning):

## **Result: Goal Maintained**

### **Comments and further appropriate actions:**

Thank you for including details of the events and promotions held at the University to promote the Fairtrade campaign. It is good to see that your steering group has worked hard to organise events and promotions during the Fairtrade Fortnight and at other times during the year. It is evident from your comments and pictures that these events were well attended and have generated a great amount of interest on campus and within the local community.

It's great to see you actively involving the *People and Planet* society to help with the organisation of the first ever Scottish Universities and Colleges FT conference – what an amazing thing to have done and a great initiative to encourage other institutions to integrate trade justice and concern for producers in their business practices!

Do continue working in collaboration with the P&P society to help mobilize the student community to get involved by organising more Fairtrade events. Its good to see that your steering group has organized talks by Harriet Lamb, Betsy Reed, Palestinian Olive Oil Producer and Norman Chipakupaku. Each of these individuals is involved in different stages of the Fairtrade Value Chain and are able to give useful insights on the Fairtrade movement.

Your student campaigns are brilliant. Do keep us up to date on any such campaigns as we can your shining examples to encourage other universities. We would also love to hear about how the approach to train companies has gone and how the 'mentoring scheme' with schools has gone.

You have successfully organised a wide range of informative and fun events throughout the year and we hope that your Freshers week this year is as lively and well attended as last year. Do follow up on the plan to ask students at The University of Edinburgh to visit schools to discuss the benefits and ethos of the Fairtrade Foundation- its a great step forward to expand your outreach activities.

You have a sound campaign strategy and your wide range of events have generated great interest and you have effectively used different campaign tools to promote the Fairtrade campaign. Remember to make full use of publications, university web pages, social networking sites and even the local newspaper to promote the Fairtrade campaign and raise awareness on campus and in the community. Keep us informed so that we can share your brilliant ideas with other Universities across the country. We look forward to hearing about the calendar in your next renewal. Great to know that you are working with Edinburgh Napier University to set up a city-wide universities and colleges subgroup have received sponsorship towards assisting others in carrying forward the pledges made at the Conference.

**Goal 5: A Fairtrade Steering Group is established, with representatives from the student body, University/College staff and catering or procurement department.**

How often has the group met over the past year? How have they maintained the work? Please include 2 sets of minutes and an up to date list of steering group members and contact details. Tick the e-news column to add group members to our mailing list.

Name	University position	Steering group role	Contact details	Key contact? (detail)	E-news
Karen Bowman (Convener)	Director of Procurement				
Daniel Abrahams	People & Planet co-Convener				
Evelyn Bain	Procurement Manager				
John Blair-Fish	IT Unix Systems, Information Services				
Ruth Cape	People and Planet co-Convener				
Rachel Clough	(Secretary) Estates and Buildings				
Philippa Faulkner	Ethics and Environment officer (EUSA)				
Non Jones	Student				
Kristofer Keane	Ethics and Environment officer				
Ronnie Kerr	Press and PR Manager, Communication & Marketing				
Angela Lewthwait	Estates and Buildings Office				

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e					
Ian Macaulay	Asst. Director of Accommodation Services, Catering				
Emma Saunders	EUSA – Student Rep				
David Somervell	Sustainability Advisor				
James Wallace	EUSA Vice-President - Services				

Any other progress or achievements:

- The joint staff-student Sustainability Issues and Fairtrade Group (renamed Fairtrade Steering Group\*\*) met 5 times during the past 12 months under the convenership of the Director of Procurement (for the Vice Principal)\*.
- *people & planet* – student campaigning society – joined the group during 2005-2006 and continues to proactively assist the FSG group during 2009-2010.
- The EUSA President and Vice President sabbatical reps change each year (but are almost always elected with commitments to promoting the Fairtrade message) and we now have EUSA Ethical officer (or equivalent) who support the students association ethical stance.
- Students from any Fairtrade and related societies are encouraged to self-nominate.
- Staff who have an interest are encouraged to self-nominate or be corresponding members.
- Staff from the Press Office joined in place of a Communications and Marketing colleague.
- The Director of Procurement and the Procurement Manager worked tirelessly as volunteers with the City of Edinburgh Council Fairtrade Initiative, now also involved in two subgroups.
- FSG group reports progress 3 times a year to The University of Edinburgh Sustainability and Environmental Advisory Group (SEAG), a Committee of the University of Edinburgh Central Management, chaired by a Vice Principal.
- Progress will be monitored against SRS objectives for social responsibility and sustainability.
- We have started to review the group’s remit in the light of the Strategic Plan for next year.

\* Vice-Principal Professor Mary Bownes leads on one of Six Strategic themes of Promoting Equality, Diversity, Sustainability and Social Responsibility in the University Strategic Plan 2008-12.

\*\* The Sustainability Issues are now being supported by a new SEAG-Operations Group, convened by the Director of Corporate Services and covering all major operations in the University. The Director of Corporate Services is now also our Sustainable Procurement Champion

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<http://www.docs.csg.ed.ac.uk/Procurement/Pipsnews/Pipsnewsletterfeb10v2.pdf>

FSG will inform SEAG-OPS of any operational issues to get them to seek practical solutions for all.

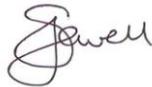
Fairtrade Steering Group minutes, see <http://www.seagfsg.estates.ed.ac.uk/>

Future plans (Please identify any future plans and areas that you would like to focus on for the next year):

**Result: Goal Maintained**

**Comments and further appropriate actions:**

Well done for forming what is clearly a proactive Steering Group composed of the range of relevant representatives. Thanks for sending in contact details and minutes which show your commitment to implement your Fairtrade initiatives. Do not forget to inform us of any changes to the steering group representation. Congratulations to you on successfully maintaining your Fairtrade status and keep up the good work! Remember to use the new renewal application form for your next renewal in two years time.



Signed

Name Sarah Jewell

Swati Upadhyay

Position Campaigns Manager

University Volunteer

Date 11 August, 2010

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