



The University of Edinburgh

## Sustainability Issues & Fairtrade Task Group (SITFG) - AGENDA - Draft

*Task Group of the Sustainability & Environmental Advisory Group*

**Nineteenth Meeting: Tues 13 January 2009 - 3.00 pm in Room 2.04, Procurement, 13 Infirmity St**

<b>Members:</b>	Karen Bowman, Director of Procurement (Convener)	KB
	Daniel Abrahams, Student	DA
	Evelyn Bain, Procurement Manager	EB
	Non Jones ex Oxvols	NJ
	Ronnie Kerr, Press and PR Manager (Communication & Marketing)	RK
	Angela Lewthwaite, Estates and Buildings Office (Secretary)	AL
	Ian Macaulay, Asst. Director of Accommodation Services (Catering)	IM
	Ben Miller, People & Planet	BM
	Adam Ramsay, EUSA President	AR
	Fiona Ranford, People & Planet	FR
	David Somervell, Energy & Sustainability Manager	DS
	George Thomas, EUSA Vice-President (Services)	GT
	<a href="http://www.fairtrade.org.uk">www.fairtrade.org.uk</a>	

**Corresponding:** VP Professor Mary Bownes, Professor Pete Higgins; Nigel Paul

**Apologies:**

<b>1</b>	<b>The minute of meeting held on 4 November 2008</b>	Circulated
<b>2</b>	<b>Matters Arising:</b> <i>All covered in Agenda</i>	
<b>2.1</b>	<b>Fairtrade Campaign Day</b> – 29 November – 10.00 -3.00 pm – Dundee University, Dalhousie Building, Old Hawkhill, Dundee – Update	Paper 2.1
<b>3</b>	<b>Edinburgh Fairtrade City Steering Group (EFCSG) – Update</b>	KB
<b>4</b>	<b>Fairtrade Fortnight 2009 - From 23 February – 9 March 2009</b> <ul style="list-style-type: none"> <li>• Hot Air Balloon Date?</li> <li>• Open Public Debate – Venue; refreshments, Core Group/Wider Groups?</li> </ul>	BM
<b>5</b>	<b>Scottish Fairtrade Forum - Update</b>	BM
<b>6</b>	<b>Report from EUSA</b>	AR
<b>7</b>	<b>PPAC/EAUC (Environmental Association of Universities and Colleges) Poverty-Aware Procurement Invitation – Update</b> – Defer to next meeting	KB
<b>8</b>	<b>Report from People &amp; Planet Green League – Update</b> <ul style="list-style-type: none"> <li>• School visits</li> <li>• Small Grants up to £500</li> <li>• Queen’s tea party</li> </ul>	BM
<b>9</b>	<b>Fairtrade confectionery, foodstuffs and associated matters</b> <ul style="list-style-type: none"> <li>• Orange Juice Machines in John McIntyre Centre</li> <li>• Vending machines – meetings with suppliers – Launch of vending 2009</li> <li>• Waste management - food recycling. annual re-licensing fee would be £2,500. £30k (Accommodation Services budget)</li> <li>• cardboard bailer – Mechanism to monitor quantity uplift</li> </ul>	IM
<b>10</b>	<b>APUC (Advanced Procurement for Universities and Colleges) – Defer to next meeting</b>	
<b>11</b>	<b>Fairtrade Publicity - Report from CAM</b>	RK
<b>12</b>	<b>Any Other Business</b>	
<b>Dates of next SITFG meetings - Venue Rm 2.04, 13 Infirmity St unless otherwise notified.</b>		
3.00 pm Tuesday 26 <sup>th</sup> May 2009; 3.00 pm Tuesday 11 <sup>th</sup> August 2009; 3.00 pm Tuesday 3 <sup>rd</sup> November 2009		

## **Scottish Fairtrade Campaign Day - Workshops**

Date : Saturday 29th November 2008 - Venue: Dundee University, Dalhousie Building, Old Hawkhill

### **A Fairtrade for Beginners: the Fairtrade system explained and what you need to know to start and maintain a Fairtrade campaign.**

*Facilitated by Imani Development and local Fair Trade campaigners (tbc)*

How does Fairtrade really work? What are the standards and how does it actually benefit people in the developing world? And what can I do about Fair Trade in Scotland? All these questions and more will be addressed by our expert facilitators, all of whom have years of experience either working directly with farmers and producers to help them gain Fairtrade certification or in campaigning for Fair Trade in Scotland, working to help their towns, cities, local authorities, schools and faith communities achieve 'Fairtrade status.'

### **B Fairtrade Fortnight 2009: Resources, Strategies & Plans *Facilitated by the Fairtrade Foundation***

Fairtrade Fortnight 2009 is February 23-March 9. During this session the Fairtrade Foundation will unveil its 2009 Fairtrade Fortnight themes, explore possible activity your local group can undertake and give an overview of the materials and tools available for your campaigning.

### **C Scotland's Fair Trade Nation Campaign: Where We Are & What You Can Do (participative session)**

*Facilitated by Betsy Reed, Coordinator, Scottish Fair Trade Forum* Scotland is working to become one of the world's first Fair Trade Nations. But what does that mean and why should it matter to individuals and groups around Scotland? Because this campaign needs YOU, that's why. Come along to find out what the Scottish Fair Trade Forum has done over the last year, how they can help support your work and share with other campaigners from around Scotland the challenges, successes and resources you have encountered.

### **D The Scottish Fair Trade Community Online *Facilitated by Richard Miller, Scottish Fair Trade Forum***

The Scottish Fair Trade Forum has just launched its new website for Scottish campaigners to use to highlight what's going on in their area, advertise events, share campaign ideas, post news and download Scotland-specific resources. This session will demonstrate how to begin using the website, with instructions for editing and uploading your events, photos and news or to build a page for your group with one of our ready-made templates. Then have a go at it yourself on one of the laptops available in the exhibition area.

### **E Being Creative With Fairtrade: Working With Young People**

*Facilitated by Helen Patrick, Development Education Worker, Dundee*

How do we begin to explore the links between our lives and the lives of others across the globe? In Dundee, Fairtrade has proved to be a very effective vehicle in beginning to engage young people in thinking globally. This participatory workshop will explore a variety of field-tested materials, activities and methods which can be used with young people (and adults for that matter!) to begin to engage them in the debate around Fairtrade. In our experience, these methods also encourage participants to identify the steps that can be taken to contribute to the building of a more equal world. The workshop will provide references to, and examples of, the materials and activities used.

### **F The Future of Fairtrade**

*Facilitated by the Fairtrade Foundation*

Find out how new Fairtrade product types are developed and what products are coming next. Hear about how specific supply chains work and examples of how Fairtrade has impacted specific producer communities. The Fairtrade Foundation's recently-launched manifesto 'Tipping the Balance' will be discussed, along with how we can make Fairtrade the norm for consumers in Scotland, deepen business and government commitment to buying Fairtrade and increase overall Fairtrade sales.

## **G Myth Busting: Taking on the Critics, Answering Tough Questions**

*Facilitated by Equal Exchange (tbc) & the Fairtrade Foundation*

Do you have any burning questions about Fairtrade? Have you heard 'the Kenyan green bean question' and aren't quite sure how to answer? What about food miles, climate change, Fairtrade vs local produce and Fairtrade vs free trade? Come along to ask and answer some of the sticky questions regularly asked about Fairtrade.

**For more information or to register for this FREE event:**

**Dundee Fair Trade Forum**

**c/o One World Centre**

**189 Princes St.**

**Dundee**

**DD4 6DQ**

**fffdunee@yahoo.co.uk**

**01382 454603**

**Please register by 21 November 2008**

**Remit of the Group :- To raise awareness in order to alleviate poverty and effect real changes in people's lives for the future of our planet**

**Note** - Fairtrade Foundation guidance on use of its brand name i.e. any commodities / services **not** accredited with the Fairtrade Foundation should be termed 'fair trade' (two separate words with no capital "F")

Key target for all (staff & students) is to raise awareness and increase understanding of Fairtrade and the need for fairer trade systems.

In order to uphold our status as a Fairtrade University, the University has to continually maintain its Fairtrade policy by ensuring that various actions are carried out annually. This also links in with our corporate social responsibility agenda.

*If all contribute would result in a big change – and in the case of Fair Trade making a huge impact on the lives of third world producers and their families*

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***Promoting Equality, Diversity and Social Responsibility – draft CSG position***

Corporate Services Group leads on social responsibility and environmental sustainability as applicable in operational activities.

**Activities include:-** the Switch and Save Campaign, waste management and recycling, SALIX energy conservation project programme, **expansion of Fairtrade status**, the increasing inclusion of sustainability criteria in procurement tendering, building projects subject to BREEAM standards, and the development of travel plans.

A Corporate Social Responsibility Report with a view to it being produced annually to showcase and promote the activities in this area across the University is underway. The focus for equality and diversity in Corporate Services over the next year will be to re-energise the E&D network, and with support from the University's E&D adviser, to provide more direction to activities within CSG.

Work will continue to ensure that disability access and egress to buildings is maintained and appropriate facilities to support disabled students, staff, and visitors are incorporated into estates development plans.

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**SABS changeover dates week commencing 25 May to 6 June 2009.SIFTG meeting to be arranged around this period with old/new sabs.**