

**Sustainability Issues & Fairtrade Task Group (SIFTG) - AGENDA**

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

**21<sup>st</sup> Meeting: Tues 11 Aug 2009 - 3.00 pm in Room 2.04, Procurement, 13 Infirmary St**

<b>Members:</b>	Karen Bowman, Director of Procurement (Convener)	KB
	Daniel Abrahams, Student and rep for People & Planet	DA
	Evelyn Bain, Procurement Manager	EB
	John Blair-Fish	JBF
	Ruth Cape, Student and rep for People and Planet	RC
	Philippa Faulkner (Ethics and Environment officer)	PF
	Thomas Graham EUSA President	TG
	Kristofer Keane (Ethics and Environment officer)	KK
	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
	David Somervell, Sustainability Advisor	DS
	James Wallace EUSA Vice-President (Services) Depute Laura Baker	JW
<a href="http://www.fairtrade.org.uk">www.fairtrade.org.uk</a>		

**Corresponding:** VP Professor Mary Bownes, Professor Pete Higgins; Mr Nigel Paul; Prof Jan Webber; Rev Di Williams; Prof Tim Hayward Ruth Cape (People & Planet) and John Blair-Fish (Information Services IT Infrastructure, KB)

**Apologies:** Evelyn Bain, Philippa Faulkner, Kristofer Keane, Ronnie Kerr, and Angela Lewthwaite

<b>The minute of meeting held on 26 May 09: Circulated 23 June 09</b>		Circulated
<b>1</b>	<b>Matters Arising:</b>	
<b>2</b>	<b>Membership :</b> Philippa Faulkner and Kristofer Keane (Ethics and Environment officers from the EUSA) will attend future SIFTG meetings. Thomas & James will deputise if they are unable to attend. – SIFTG to <b>endorse</b> .	
2.1	<b>Drinking Water Policy</b>	Paper 2.1 DS
2.2	<b>FT Application 2009</b> Fairtrade Renewal Document for 2009 sent to Fairtrade Foundation 25 June 2009	KB
2.3	<b>Transition Edinburgh University (TEU) – Update</b>	Paper 3 DS
<b>3</b>	<b>Edinburgh Fairtrade City Initiative (EFCI)</b>	Paper 4 KB
<b>4</b>	<b>Shaping Our Future : Thurs 1 October Events Day</b>	DS
<b>5</b>	<b>Fairtrade strategy document final - 5 yr vision – To be approved, owned by SIFTG and published online in the new Semester.</b>	Paper 6 KB
<b>6</b>	<b>Fairtrade Fortnight 2010: 22 February – 7 March 2010</b>	ALL
<b>7</b>	<b>Report from CAM - Developing a Fairtrade presence on iTunes U</b>	Paper 8 RK
<b>8</b>	<b>Report from EUSA</b> • <b>Clothing - update</b> <a href="http://www.bishopstontrading.co.uk/shop/article.php?category_id=12&amp;article_id=47">http://www.bishopstontrading.co.uk/shop/article.php?category_id=12&amp;article_id=47</a>	TG
<b>9</b>	<b>Report from EAUC-S (Environmental Association of Universities and College-Scotland) – Update</b> • (Poverty Aware) PPAPC • Public Procurement Reform: Advanced Procurement for Universities & Colleges Info at <a href="http://www.eauc.org.uk/scotland">http://www.eauc.org.uk/scotland</a>	KB
<b>10</b>	<b>Report from People &amp; Planet, Edinburgh University</b>	DA
<b>11</b>	<b>Report from Accommodation Services – Update</b> • Waste Management food recycling. (Annual re-licensing fee would be £2,500) • Vending machines – meetings with suppliers – Update • Cardboard compactor – Mechanism to monitor quantity uplift – <b>Update</b> Analysis on use.	IM, EB

**Sustainability Issues & Fairtrade Task Group (SIFTG) – MINUTE of Meeting**

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

**Twentieth Meeting: Tues 26 May 2009 - 3.00pm in Rm 2.04, 13 Infirmary St**

<b>Members:</b>	Karen Bowman, Director of Procurement (Convener)	KB
	Daniel Abrahams, People & Planet co-Coordinator 2009-10	DA
	Evelyn Bain, Procurement Manager	EB
	Non Jones ex Oxvols	NJ
	Linda Griffiths, Scottish Fair Trade Forum	LG
	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, Sustainability Advisor	DS
	George Thomas, EUSA Vice-President (Services) Depute Laura Baker	GT
	<a href="http://www.fairtrade.org.uk">www.fairtrade.org.uk</a>	

**Corresponding:** VP Professor Mary Bownes, Professor Pete Higgins; Mr Nigel Paul; Prof Jan Webb; Rev Di Williams; Prof Tim Hayward; Dr Stewart Russell

**Welcome:** EUSA New Sabs : Thomas Graham (TG) (President) and Anna Smythe (AS) deputising for Ronnie Kerr;

**Apologies:** James Wallace (new Vice-President Services); Non Jones; Daniel Abrahams

<b>1</b>	<b>The minute of meeting held on 13 January 2009</b> Minute was <b>agreed</b> as an accurate record. Thomas agreed to give AL names of contacts who would help the SIFTG remit. <b>Agreed</b> secretary would send out letters of thanks to all leaving	Circulated  AL
<b>2</b>	<b>Matters Arising:</b>	
2.1	<b>Membership &amp; Remit Review</b> <b>Noted</b> – Linda Griffiths would no longer be attending as moving to Oban to start a new job. <b>Agreed</b> to co-opt John Blair-Fish on to the group. John very active with the World Development Movement campaigning on causes of global economic poverty. Served on Edinburgh Fair Trade committee and also an active member of the Scottish Green Party. KB encouraged all Group members to distribute the Group’s remit in order to get interested colleagues to help progress the Group’s objectives. Thomas <b>agreed</b> to send AL further EUSA contacts.	Paper 2.1  AL  TG
2.2	<b>Fairtrade Fortnight 2009 Report</b> - 23 February – 9 March 2009 KB conveyed sincere thanks to all for the excellent Fairtrade Fair events held. These events were reported at the last minute. Special mention went to Ben Miller for his enthusiasm and hard work for the duration of the Fairtrade Fortnight. It was <b>noted</b> (post meeting) Edinburgh Napier University were now a Fairtrade University.	

2.3	<p><b>Drinking Water Policy</b></p> <p>SIFTG was advised that Court had endorsed the Policy at its meeting on 25 May 2009; SIFTG <b>noted</b> the implementation plan was underway. KB advised that contracts with water companies would not be terminated until Works Division had completed remedial works to install tap water in all buildings.</p> <p>KB <b>agreed</b> to write to Works Division to request guidance about terminating current 'bottled' contracts and find out what catering providers should do / charge if drinking water not conveniently available to a function / catered room.</p> <p>KB emphasised that it would not be appropriate to terminate bottled contracts until an alternative i.e. tap water was assured in buildings. It was <b>noted</b> that vending machines contracts (some of which include bottled water) needed to be managed.</p> <p>SIFTG <b>agreed</b> that Schools/Unit administrators should be advised of the implementation process and be actively encouraged to plan for reduced demand / removal of bottled supply units in order to save money quickly. IM advised that Pollock Halls had replaced freestanding chilled water dispensers with plumbed in ones.</p> <p>KB commended the Group re the success of this initiative which demonstrated that the University was taking forward the 'Socially Responsible' agenda in a positive way.</p>	Paper 2.3  KB
3	<p><b>FT Application 2009</b></p> <p>EB advised that work was in progress. All requested to send EB any pictures or supporting materials to help with the first draft which would be available at mid to end June 2009.</p> <p>CAM <b>agreed</b> to publicise that the University had achieved Fairtrade status for 5 years and press staff and students to consider ideas for future events.</p> <p><b>Noted</b> that Oxford Brookes have a very glossy approach, Aberdeen have FT Uni sign on all notices / vehicles, that our University should think about something on the same lines.</p>	Paper 3 ALL  RK
4	<p><b>Edinburgh Fairtrade City Initiative (EFCI) – Update</b></p> <p><b>Noted</b> - a very successful fortnight.</p> <p><b>Noted</b> - Fairtrade logo in flowers at the top of the mount.</p> <p>KB encouraged colleagues to participate in the working groups of the City Initiative. Contact her if interested.</p>	KB
5	<p><b>Proposed Green Campaign Day</b> – during last week of September 2009</p> <p><b>Noted</b> that the newly established Transition Edinburgh University – formed by P&amp;P and the Energy &amp; Sustainability Office – are planning to bring forward a one-day event during week 2 of the new academic year. This would provide an opportunity for briefly showcasing all the many initiatives promoting a socially responsible, sustainable and low carbon university. EUSA will be encouraged to collaborate along with all the key parties which collaborated in Green Week, October 2008. There would be a number of stalls.</p>	DS
6	<p><b>Fairtrade Fortnight 2010: 22 February – 7 March 2010</b></p> <p>A 'Green Week' is being planned to align with Fairtrade Fortnight dates and promote the work of TEU – hopefully with funding from the Climate Challenge Fund.</p> <p>All present <b>agreed</b> the need to plan well in advance the content and methods for maximum publicity. Attendance at meetings in future years was crucial. All to send ideas to KB</p> <p>Consideration to be given to how best to get external publicity and awareness – much support from CAM required.</p>	ALL  RK
7	<p><b>Report from EUSA</b></p> <p>It was noted that EUSA policy encouraging certification under an Environmental Management Systems such as ISO 14001 had in reality been achieved through very successful participation in NUSSL Sound Impact Award 2009. SIFTG congratulated EUSA staff led by Alan Blackwood on achieving a Gold Award for second year running. Competition had been very tight with standards rising each year.</p> <p>See report at Appendix A.</p>	Paper 7

	<ul style="list-style-type: none"> <li>• <b>Clothing:</b> SIFTG <b>noted</b> that P&amp;P had lodged a petition with EUSA asking that they stop stocking non-fairtrade goods. NUSSL is currently making a bigger push re clothing. KB advised EUSA to negotiate via NUSSL.</li> </ul> <p>EB advised that tendering was in progress for janitorial clothing under APUC and that the specification would request full sustainable cotton but it is a group decision re specifications.</p> <p><i>Post meeting note: BM provided a link for catering uniforms:</i>  <a href="http://www.bishopstontrading.co.uk/shop/article.php?category_id=12&amp;article_id=47">http://www.bishopstontrading.co.uk/shop/article.php?category_id=12&amp;article_id=47</a></p> <p>It was <b>noted</b> that NUSSL had been successful in attracting SFC funding support for the Carbon Ambassadors Project and that a post was being advertised for a person to work out of NUS Scotland offices to assist student unions and SMEs with energy audits etc.</p> <p>EUSA reps were congratulated on winning the contract to manage the National Library of Scotland Café on George IV Bridge.</p>	
<b>8</b>	<p><b>Report from EAUC-S</b> (<i>Environmental Association of Universities and College-Scotland</i>)</p> <p>Margaret Lochhead had attended the Poverty-Aware Procurement on Campus workshop on 29 Jan in Carlisle. – Case study worksheets in preparation.</p> <p>It was noted that EAUC-S were running a new training programme including: Promoting Responsible Procurement Framework Training - levels 1&amp;3 with attendance from APUC (Advanced Procurement for Universities &amp; Colleges) – see <a href="http://www.eauc.org.uk/scotland">www.eauc.org.uk/scotland</a></p>	KB
<b>9</b>	<p><b>People &amp; Planet– Update</b></p> <p>DS advised that – following a blip in last year’s Green League due to incorrectly recorded energy data (UoE fell from 8= to 28) – a submission had been made for 2009.</p> <p><i>Post meeting note: The University regained its First Class rating with an 18<sup>th</sup> placing against stiff competition. In top five of the Russell Group entries.</i></p> <p>BM tabled a draft paper outlining a proposal to assist the Group on what to do in the next 5 years. KB thanked Ben for the document which gave the Group a platform to build on.</p>	
<b>10</b>	<p><b>Report from Accommodation Services – Update</b></p> <ul style="list-style-type: none"> <li>• The Rocket Composter saga continues at PHR: City of Edinburgh Council Planning Department had queried planning approval documentation re the bike shed. Once this matter has been cleared, the Waste Management Licence will go forward to SEPA.</li> <li>• Fairtrade Fruit Juice Machines in John McIntyre Centre are now installed and working</li> <li>• Vending machines – meetings with suppliers – <b>Agreed</b> to prioritise this initiative.</li> <li>• Cardboard compactor now sited at Pollock and reducing waste management costs.</li> <li>• Bottled water no longer served at any meetings held at Pollock Halls. All meetings to have tap water with ice and in public areas (See item 2.3 above re policy)</li> </ul>	IM, EB
<b>11</b>	<p>KB on behalf of the University, thanked Adam, Ben and George for their huge contribution and wished them every success in their future careers.</p>	
<p><b>Dates of next SITFG meetings - Venue Rm 2.04, 13 Infirmary St unless otherwise notified.</b></p> <p><b>3.00 pm Tuesday 11<sup>th</sup> August 2009;</b> 3.00 pm Tuesday 3<sup>rd</sup> November 2009;</p> <p><b>2010:</b> Tuesday 19 January – 3.00 pm; Tuesday 25 May – 3.00 pm; Tuesday 10 August – 3.00 pm  Tuesday 2 November – 3.00 pm.</p>		



The University of Edinburgh

Paper 2.1  
SIFTG Mtg  
11 Aug 09  
NB DRAFT!

INTERNAL MEMORANDUM

To: All Heads of Colleges and Support Groups,  
Heads of Schools and equivalent

Copy: Administrators

From: John Leishman, Depute Director, Estates & Buildings, Works Division

Subject: **Drinking Water Provision in University Buildings**

Action: Please note the new Drinking Water Policy and the requirement to arrange removal of any freestanding bottled water coolers before the new semester.

Dear colleagues

Following extensive discussions at committees leading to approval by Central Management Group on xx yyy this year, the following policy was formally adopted by Court on xx yyy 2009.

The objective of the policy is to clarify the position regarding supplies of drinking water to University buildings and to eliminate freestanding water coolers altogether.

The context is that during 1997-2003 Estates & Buildings upgraded all cold water storage facilities across the estate. To provide further reassurance additional water testing was undertaken by an independent water quality consultant during summer 2009 – specifically to establish that water from all drinking water points is potable and meets statutory requirements for drinking water.

### University of Edinburgh Drinking Water Policy 2009

1. **Free-standing Bottled Water Coolers should not be located on University premises.** Existing units should be removed by your current provider.
2. **Staff should draw off water for drinking from identified Drinking Water Taps.** If chilled water is required a jug or bottle of tap water should be placed in a fridge to cool.
3. **Drinking water points should be provided in convenient locations.**
4. **Caterers serving University premises should no longer provide bought-in bottled water.** Drinking water for meetings and events should be provided in jugs or in bottles filled from the tap. These may be cooled in a fridge beforehand if the weather is very hot.
5. **Only in exceptional circumstances should Plumbed-in Water Coolers be installed.** Requests for the installation or retention of plumbed-in water coolers must be made in writing to the Depute Director, Estates & Buildings Works Division. (Appeals can be made to Director of Estates.) Only approved units shall be installed under Estates & Buildings supervision – with installation and maintenance cost paid by requesting School or admin unit.
6. **A programme of testing of potability (fit to drink) of water from drinking water taps has been undertaken and will continue.**

Adopted by the University Court on xx yyy 2009

If you have any problem with suppliers removing coolers from your building then please contact Evelyn Bain, Procurement Manager. If you wish to discuss any water supply issue please call Estates & Buildings Works Division [650 2494] to speak to the Premises Team serving your site.

Please note that this document and related poster, policy and guidance note will be placed on the Estates & Buildings website at [www.estates.ed.ac.uk/water](http://www.estates.ed.ac.uk/water). Thank you.

John Leishman,  
Depute Director, Estates & Buildings  
XX August 2009

DRAFT of poster which will be provided in September for all departmental Notice Boards  
Not for issue until then.



# Drinking Water



The University provides an adequate supply of wholesome drinking water to employees\* by making sure that:

1. All pipe fed water supplies are to drinking water standard
2. All pipe fed water supplies are either connected to a water main, or to a storage cistern that complies with the requirements of the UK Water By-Laws
3. There is a supply of wholesome drinking water available in a convenient location (we aim to make sure that no one has to walk for more than three minutes)

During 1997-2003 Estates & Buildings upgraded all mains water storage facilities across the estate. Regular tests of the water supplies for potability are now carried out, using an independent analytical company. The results of these tests can be accessed on a building basis at: [www.estates.ed.ac.uk/water](http://www.estates.ed.ac.uk/water) [url to be confirmed]

Whilst the supply of water at all pipe fed outlets is to drinking water standard there are some supply points that should not be used for drinking purposes. This is because of the risk of contamination of the tap due to activities carried out in a particular location.

So, do not drink from taps located in Laboratories, Workshops or Sanitary Facilities.

Further information and guidance is available on the Estates and Buildings website.

Estates and Buildings Department,  
August 2009

\* The relevant legislative obligations are the general duties under the Health and Safety at Work, etc Act 1974 and the specific duty under Workplace (Health, Safety & Welfare) Regulations 1992.





## Drinking Water Guidance Note

This note supplements the Drinking Water Policy adopted by Court in **XX YYY** 2009 and issued to all Schools and admin units in September 2009 and should be read in conjunction with the Drinking Water posters issued at that time. All these documents are available on the Estates and Buildings website.

### Bottled water coolers

There are adverse health, safety, environmental and financial issues allied to the use of this type of dispenser:

- The bottles are heavy when full and require lifting and manipulating in order to fit to the dispensers – this presents an avoidable and unacceptable risk of manual handling injury
- There are health issues related to bacteria<sup>1</sup> incubating in the air space created as the water level reduces and potentially contaminated air enters the void. Bacteria can also incubate in the bottles of water if not stored properly or if the dispenser is not sited properly and is subject to low usage
- There is an avoidable environmental impact, both locally and nationally, because of the need for regular deliveries
- The recurring requirement for provision of bottled water for dispensers represents a considerable and avoidable expense across the University.

As the University supplies wholesome drinking water within all of its buildings the use of bottled water dispensers is not permitted.

### Plumbed-in water coolers

Should a Head of School / admin unit consider that there are exceptional circumstances which mean they absolutely require a supply of chilled water then a plumbed-in water dispensers may be requested. These dispensers present a lower degree of health, safety, or environmental risk as bottled dispensers:

- there is no manual handling element in providing an ongoing water supply
- biological hazards are reduced as the potential risk from poor storage and siting of filled bottles is eliminated as is the potential for bacterial incubation due to contaminated air being introduced to the air space within bottles – however they must be cleaned internally twice a year
- the environmental impact is reduced as there is no transport / delivery element in providing an ongoing water supply
- the financial element is much reduced as whilst there is the initial cost of purchase of the dispenser, cleaning and power it, there is no ongoing cost of supply of bottles of water

Purchase, installation and maintenance costs of such plumbed-in dispensers must be met by the individual School / Support Unit. Installation of such dispensers must be undertaken only in consultation with Estates and Buildings Works Division who will survey to identify the best location and arrange to provide water and power connections if they are not readily available. Apply to Depute Director, E&B Works Division.

### Guidance from the Health & Safety Department

A guidance document on water coolers is at: [www.safety.ed.ac.uk/resources/General/Water\\_Coolers.shtm](http://www.safety.ed.ac.uk/resources/General/Water_Coolers.shtm)

This recognises that drinking water can be an emotive subject and that individual taste plays a significant part in ones perception of whether water is of drinking quality.

### Bottled water at meetings / events

The provision of bottled water at meetings / events represents an avoidable environmental and financial impact; consequently the provision of such water at meetings is prohibited. Water should be provided in jugs filled from a tap supply. Should chilled water be required it is recommended that such water is provided by placing jugs or refillable bottles of tap water in a fridge to cool prior to the meeting / event.

Estates and Buildings, September 2009

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<sup>1</sup> “*Fountain Failures: Are poorly managed water coolers risking the health of consumers in Scotland?*” Consumer Focus Scotland report published March 2009 is at <http://tiny.cc/coolers> for those interested. The watchdog organisation called for a review of the law covering water coolers after 26% of those tested by environmental health officers across Edinburgh, Lothians and Borders failed to meet ... hygiene standards. Water samples ... were taken in schools, care homes and leisure centres as well as workplaces. While all passed chemical analysis, 9 out of 52 samples from plumbed-in coolers and 14 out of 35 from bottle-supplied coolers, failed because of bacterial contamination. [www.consumerfocus-scotland.org.uk](http://www.consumerfocus-scotland.org.uk)



## Transition Edinburgh University

### *Briefing Note 1, August 2009*

Transition Edinburgh University (TEU) is a students and staff initiative aiming to tackle Climate Change and Peak Oil through practical action research projects. It draws on the Transition [\[www.transitiontowns.org\]](http://www.transitiontowns.org) model of community-based / grass-roots response to this dual challenge – seeking to build resilience and capacity against the coming shocks.

Since its inception in October 2008 an informal group has organised awareness-raising events including film showings, visits to local projects and engaged with Transition initiatives in the wider city, Scotland and UK. TEU is supported by Edinburgh University People & Planet Society and the Energy and Sustainability Office.

### *A funded project*

The Scottish Government's £27m Climate Challenge Fund has grant-supported a scoping project to develop an engagement model for the whole community of 25,000 students and 10,000 staff across the University. The initial 4 month feasibility phase started in June and employs five part-time Summer Interns who will:

1. Calculate the **baseline carbon footprint** attributable to being a member of the University community – drawing on the extensive data currently available and mapping a “whole life” emissions picture of all the activities directly and indirectly associated with life at the University. The baseline includes direct emissions from University activity plus the “other bubble” of personal emissions:
  - Transport – daily / annual and leisure
  - Accommodation – home and residences
  - Consumables – food and stuff we buy.
2. Identify a series of staff / student **collaborative action research projects** as part of an 18-month “**carbon crash**” programme aimed specifically at reducing the “other bubble”.

### *Proposed programme launch event on Thursday 1<sup>st</sup> October 2009*

A funding bid for Phase 2 to the Climate Challenge Fund provides for implementing the recommendations over an 18-month period October 2009 - March 2011. Phase 1 will finish in a “launch event” on Thursday 1<sup>st</sup> October showcasing the study's findings, highlighting successes to date and development opportunities. A wider student and staff community group will then trial opportunities identified over the coming months and years – to see which has greatest impact on reducing carbon emissions associated with personal activity.

TEU Interns are based in the Energy & Sustainability Office, 13 Infirmity St, EH1 1LT. Tel 0131 651 4289. Web [www.transitionedinburghuni.org.uk](http://www.transitionedinburghuni.org.uk) General enquiries: [info@transitionedinburghuni.org.uk](mailto:info@transitionedinburghuni.org.uk) /

Roles and individual contact details are:

**Natalie Czaban**, Project Support and Curriculum  
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assisted by **David Somervell**, Sustainability Adviser, [David.Somervell@ed.ac.uk](mailto:David.Somervell@ed.ac.uk) 650 2074 / 07743 759 528



**EDINBURGH FAIRTRADE CITY INITIATIVE**  
– Karen Bowman, Evelyn Bain

**Congratulations** to Edinburgh Napier University having achieved FT status. Towerbank Primary School will soon be a FT school.

*Comment: should University lead all colleges, Universities and schools in Edinburgh to participate in an FT event during next FT fortnight 2010.*

**Fairtrade Shop stickers** 200 were produced jointly by City and Printing services and sent out before the World Fairtrade Day, including to University and EUSA outlets.

*Comment: Anyone noticing Fairtrade produce in a shop or other outlet without sticker should encourage them to register on the City website.*

**Floral Display on the Mound:** of the Fairtrade Logo opens first week of August. Alan Bell in City Parks has organised this and there is an explanatory note nearby. Sarah Boyack MSP had said she might be interested in doing a parliamentary motion mentioning the display and the support for FT in Edinburgh.

*Comment: should University encourage promotion of this image eg into prospectus etc or take own photos as it is outside the New College buildings.*

**Finance Group:** has had income from retail sponsors and SFTF. A business event is to be held eg Chamber of Commerce and possibly Hoteliers groups.

*Comment: asked if Edinburgh F1st maybe sponsor an event, but no interest.*

**Communications Group:** may produce an FT folder with a CD or a memory stick, depending on costs. This could be issued at business events and FTF.

*Comment: It would possibly be produced by Printing Services. Should the University co-sponsor in terms of content or production eg a film for the CD?*

**Hand Up Media:** have a Fairtrade On The Fringe 28-31 August.

*Comment: This was at short notice but it is expected to have a Christmas Fayre again too. Should the University take a stall – manning and promotion?*

**FT Application 2010: Notes:** John Lewis sells FT USB ports. Topshop sell lots of FT clothes. FT events to be held at Just World Shop. Parliamentary reception by the SFTF on 23 June and a FT tea party at the Royal Highland Show on 26 June with the launch of a new Malawian tea.

*Comment: There is a new Malawi rice via Scottish fair trade. Anyone noticing Fairtrade produce in a shop or other outlet should encourage them to register on the City website. Managing the FT City comms and website is something that could need a 'volunteer', do we have skills or someone who can help out?*

**AGM:** This will be held at EFTCI next meeting on 6 October 2009.

*Comment: 'Significant employer' is the University, but commercial one sought. Any City firm that we know with a Fairtrade commitment that EFTCI can approach. University Staff volunteers are KB and EB, do we continue in this?.*

# Sustainability Issues and Fair Trade Group Strategic Priorities June 2009 – DRAFT v3 –

## 1. Background

Since being formally awarded Fairtrade University status in 2004, the University of Edinburgh has continued to build upon and support the enthusiasm for Fairtrade that has been shown by both students and staff. In the last five years, members of the Fairtrade steering group have worked together on a whole range of activities designed to increase awareness of the issues and access to Fairtrade products.

Many new product lines have been brought to University and EUSA shops and catering. Ever more ambitious Fairtrade Fortnight programmes have been organised to engage the whole university with the idea of a Fairtrade University: an institution of our size and stature making a sizeable impact on the key issues of trade justice and world poverty. It is fair to say that this University has often pushed the boundaries by bringing in new ideas before they caught on (FT cotton clothing) and lobbying for bulk catering options at an industry level.

A lot has been achieved in five years. The story goes that when Edinburgh became only the 4<sup>th</sup> university in the UK to achieve the status, the size of our hot beverage switch had an impact that increased total UK Fairtrade consumption by 2% almost overnight. Now there are over seventy Fairtrade universities and the Fairtrade movement has become a mainstream force in certain sectors. In 2006 the First Minister of Scotland announced plans for Scotland to be a 'Fair Trade Nation'. The Scottish Fair Trade Forum (SFTF) was set up in 2007 to take forward this campaign.

What could we achieve in the next five years? The People & Planet society at this university has consistently agitated for more to be done to push the boundaries so that we maintain our leading example. However, all along we have agreed and acknowledged that the Fairtrade campaign has been most successful when the University, EUSA and student societies work together so that everyone benefits and has ownership of the successes and positive impacts.

In this briefing, we simply lay out some possible areas that we hope the Fairtrade steering group may look at as we celebrate our 5<sup>th</sup> birthday and ask the question 'what next?'

## 2. Outreach

All of the participants in the Sustainability Issues and Fair Trade Group have a good deal of experience in their area in respect of Fairtrade. One way we could build on the successes at UofE would be to use this expertise and experience to help other institutions along a similar path.

### *Schools*

In FT14 2009, Edinburgh saw its first Fairtrade school, St Thomas of Aquin's, receive official recognition from the Fairtrade Foundation. Across the UK People & Planet has been at the forefront of the new Fairtrade schools initiative, which now has more resources at <http://www.fairtrade.org.uk/schools/>

P&P in Edinburgh has ambitious plans to contribute to this campaign and try and grow the number of Fairtrade schools in the city. The group envisages occasional assemblies or other activities starting in academic year 2009/10. Jenny Fausset from City of Edinburgh Council has provided P&P with contact details for four schools that the Council already has links with through the Eco Schools scheme. These are:

- James Gillespies Primary School, Marchmont
- Roseburn Primary School (has links with Ghana)
- Drummond Community High School, New Town (links with Kenya)
- St Thomas of Aquin's High School, Lauriston

Once P&P has a more detailed plan, Jenny has said she will make sure it aligns with the curriculum and will then help get cooperation going.

Staff at the University are volunteers on the Edinburgh Fairtrade City initiative steering group and its Communications and Events, and Budget subgroups. This small team has brought together grass-roots fair trade activists, City Council staff and local politicians and engaged with retail partners for sponsorship; notably the Co-op and Scotmid. As well as this University, now Napier University staff are active members. We provide the secretariat and support the group's activities during Fairtrade Fortnight and now increasingly in communications and events throughout the year.

The Fairtrade Schools Showcase led to competition and high quality presentations of the awareness of fair trade from primary through to final year school students, supported by People & Planet sources.

### **Universities**

The Fair Trade Nation campaign has a specific target to have 60% of Scottish higher education institutions working towards Fairtrade status (this translates to 13 out of 22). Currently there are only a handful and UofE could play a greater role in helping other Scottish universities and colleges, particularly those in Edinburgh. The tea party that we hosted in FT14 brought together representatives from Edinburgh College of Art, Queen Margaret, Heriot-Watt and Edinburgh Napier Universities. It would be fantastic if we could help them more in the future in the areas of campaigning, procurement, catering and other areas.

One proposal that has been brought up by both SFTF and campaigners in recent years is a desire to see a Scottish specific conference for universities and colleges. UofE could offer to host and / or members of SIFTG could contribute content to workshops and talks.

**Recommendations: SITFG should support any outreach efforts with local schools, colleges and universities. Aim to have done at least one event in 4 schools in the next academic year and to work with SFTF to hold a Fairtrade Scottish Universities and Colleges Conference within the next year.**

The Director of Procurement spoke at the UK Fairtrade Universities conference where Edinburgh demonstrated its leadership in terms of variety as well as length of Fairtrade status. Napier University has now been accredited and it is thought that QMU and HeriotWatt are in preparation.

Given the collaboration on procurement includes colleges then a 'fair trade education' grouping maybe worthwhile. Also an event could link with the DfID poverty-aware procurement on campus project which University and college staff and students are attending and on which the new Advanced Procurement for Scotland's Universities and Colleges has a steering role via its membership of EAUC-S.

Recent 'Flexible Framework' training on procurement sustainability including considering fair and ethical trade issues and both HeriotWatt and Edinburgh procurement staff and those from APUC have attended.

### **3. Catering**

The stance taken by both Accommodation Services / Edinburgh First and EUSA to provide Fairtrade hot beverages by default is a highly effective way of getting the volumes of Fairtrade that will make a massive difference to producer communities.

In the next few years universities must push for more Fairtrade products to be available at affordable prices for our shops and at sensible catering quantities for kitchens.

Here are some suggestions for further moves that this University can aspire to:

### Malawian products

Scotland's historic links with Malawi have gained prominence since devolution and in recent months a brand new Fair Trade venture has been set up to bring fairly-traded Malawian goods to Scotland.



Just Trading Scotland

([www.justtradingscotland.co.uk](http://www.justtradingscotland.co.uk)) has

just got its first shipment of rice and is looking for institutions such as this university to take a batch to get the business going.

*25kg bags are currently available through Green City wholesalers.*

University may find testing individual produce in this way difficult or bring a risk in terms of catering.

### Bananas

Getting a consistent flow of Fairtrade bananas in catering quantities has proved difficult in recent years.

However, as part of the 'Go Bananas' drive in Fairtrade Fortnight, the Fairtrade Foundation identified **Compass** (<http://www.compass-group.com/>) or **3663** as fruit wholesalers able to supply universities.



The Fairtrade Foundation has a target to increase market share of Fairtrade bananas from one in every four to one in every two bananas sold in the UK.

The University should work with the user intelligence group for the APUC Fruit and Veg contracts to consider a joint strategy for fair trade fruit in general, perhaps.

### Wines and beers

Somewhat surprisingly Fairtrade alcohol continues to play a pretty small part in the Fairtrade product range. If EUSA could work with NUSSL to get better deals on Fairtrade wines and



even a Fairtrade real ale on tap then it would again be a leading student union in this area.



Westerham Brewery currently produces a 'Freedom Ale' with Fairtrade sugar, supplied in bottles or on tap. There are hundreds of Fairtrade wines now available. Perhaps a suitable Fairtrade wine could be chosen as the house wine for Edinburgh First and EUSA functions.

Ubuntu cola, which uses sugar from Malawi and Zambia, is now available in an 'alcopop' bottle suitable for bars and mixers. Could EUSA investigate getting these behind bars as well?





## Tea and Coffee

There is a growing distinction between those companies that simply buy from Fairtrade-certified producers and those 100% Fair Trade companies who continue to pioneer a completely new way of doing business. Obviously there will be price considerations, but People & Planet would like to start a discussion on whether EUSA and even the University might consider switching its hot beverages suppliers at the next opportunity to support a 100% brand such as Cafedirect or Equal Exchange. These pioneers are struggling as the supermarkets take over and they deserve support.

Cafedirect was set up by trade justice campaigners and it goes much further than the minimum Fairtrade requirements, often working with producers for years to build their structures and capacity before even buying anything from them.

They invest over 50% of their profits directly back in producer organisations. More about this here: [http://www.cafedirect.co.uk/our\\_business/ppp/](http://www.cafedirect.co.uk/our_business/ppp/)

Equal Exchange was set up by University of Edinburgh students in 1979 and is currently based in Leith. They have a whole range of innovative Fairtrade products, coffees and teas but also peanut butter, oils, honey and other nuts. At the moment there are no Equal Exchange products on campus but it would be great to support our local Fairtrade company (<http://www.equalexchange.co.uk>).

Market analysis and information to inform a procurement strategy would be needed and as this is already a collaborative procurement, the wider engagement of stakeholders and user intelligence groups can assist in establishing the criterion for selection and award of contracts.

Market analysis and information to inform a procurement strategy, establishing the criterion for selection and award of contracts as above. We are encouraged to make it simpler for SMEs and Third sector companies to provide goods and services to our requirements and so we can discuss that in the local public sector SME group convened by the Scottish Parliament Procurement team.

**Recommendation: SIFTG to continue to investigate all new areas to increase Fairtrade sales on campus in shops and in catering.**

## 4. Vending

Following the survey carried out in Summer 2008, we've been trying to make progress on the issue of university vending machines. Despite a longstanding Nestle product ban passed by a EUSA AGM, there are a number of Nescafe and Kitkat vending machines around campus and hardly any Fairtrade products available in snack vending or drinks vending.

Fairtrade Vending Scotland (<http://www.fairtradevendingscotland.co.uk>) offers a range of hot drinks machines and also an Ubuntu cola machine. As a minimum, could the University Procurement Office encourage all departments requiring new or replacement machines to take Fairtrade ones where possible? Could the University centrally tender for a good deal on Fairtrade vending that could be promoted to Schools and departments? Could EUSA investigate getting some Fairtrade vending in the Unions?

Market analysis and usage information is key to inform a procurement strategy, establishing the criterion for selection and award of contracts as above. Ownership of the vending 'choice' is very devolved but the new policy and manual may assist colleagues in clarifying roles and responsibilities at local levels.

**Recommendations: SIFTG should draw up a strategy incorporating the results of the survey and with the expertise from procurement and catering operations. Aim to have a significant number of Fairtrade vending machines installed in the next two years.**





## 5. Redress Fashion campaign

Since 2007, People & Planet has been running a national campaign aimed at tackling abuses in the clothing industry. The campaign recognises that fair trade can't just be about the farmers of cotton (for which Fairtrade certification exists) but must extend all the way down the supply chain through the garment factories.

P&P is campaigning for student unions and universities to ensure that all of their branded clothing and staff uniforms are 'sweat-free' and made with Fairtrade cotton if possible.

The logo for the Redress Fashion campaign, featuring the words "Redress Fashion" in a light blue, sans-serif font.

In the last few months there has been a specific campaign to boycott Fruit of the Loom, who have been implicated in aggressive anti-union and violent activities against Honduran workers.

**P&P has had talks with EUSA and it has been agreed to phase out Fruit of the Loom clothing and to increase the number of Fairtrade-certified clothing lines.**

Market analysis and usage information is key to inform a procurement strategy, establishing the criterion for selection and award of contracts as above. Ownership of the communication and marketing retail choices are devolved but the new policy and manual may assist colleagues in clarifying their strategies.

**Recommendations: SIFTG should put pressure on the University gift outlets to convert its t-shirts and hoodies to Fairtrade-certified cotton. The University should make a commitment to sourcing sweat-free clothing, perhaps by making it compulsory for suppliers to provide details about their suppliers.**

## 6. Sports

The University of Edinburgh has many different sports teams and clubs, including large football and rugby clubs. Good quality Fairtrade footballs and rugby balls have been available in shops and online for a number of years now, and some teams are beginning to recognise themselves as Fairtrade teams.

The University Rugby Club and Football Club could make it policy to use these balls in training in matches, which would have the additional benefit of promoting Fairtrade to a wider audience.

On top of this, all clubs could potentially source sports clothing with Fairtrade cotton, such as the blank Epona t-shirts which could be printed on.



Market analysis and usage information is key to inform a procurement strategy, establishing the criterion for selection and award of contracts as above. Ownership of the sports equipment and clothing choices are within CSE and student associations but the new policy and manual may assist colleagues in clarifying their strategies. There are likely to be collaborative contract opportunities for some items, too.

**Recommendations: SIFTG should encourage and support sports teams to procure not only Fairtrade balls, but also Fairtrade clothing. Perhaps an achievable aim would be to have all Footballs and Rugby balls Fairtrade by the end of next academic year.**

## 7. Curriculum

Fairtrade is mentioned fleetingly in a number of courses such as first year economics, however it is not covered in huge amounts of detail in any courses. Perhaps there could be a course related to Trade Justice, or segments of economics courses dedicated to Fairtrade. This last idea is certainly not one of the easiest to tackle, but would really push the boundaries of what being a Fairtrade University means.

There is some work in hand by SEAG on collaboration on curriculum and research in its wider remit. P&P could offer to brief those dealing with that on sources of Fairtrade research and

publications. Also there is the new Just World Institute, which should be a source of justice and related information and research

**Recommendations: SIFTG discuss ideas relating to Fairtrade in university courses, and research to what degree Fairtrade is covered in any current courses.**

### **Conclusion**

**The next five years will be crucial for Fairtrade and universities can play a leading role. SIFTG should continue to do what it has done so well in the last five years: promoting Fairtrade on campus and working behind the scenes to increase Fairtrade availability.**

**This report has suggested some ways in which our contribution could have maximum impact and maintain our status as Scotland's leading Fairtrade University.**

The new procurement policy handbook, procurement manual and development of collaborative procurement strategies should help us articulate and guide the selection and award of fairtrade produce.

BM, DA May 2009 amended and reformatted by DS June 2009

## Promotion of Fairtrade via iTunesU

### Introduction

The University of Edinburgh is in the process of developing a presence on iTunesU. iTunesU is a service to distribute educational audio and video content aimed at the interested lay-public or for students within a college or university via Apple's iTunes software. No charge is made for content distributed through this service. The audio and video files themselves are hosted on the University's podcasting infrastructure (provided centrally by IS).

A corporate presence has been developed by Communications and Marketing. There now exists an opportunity to extend this offering to allow academic units to add their own distinctive content to their own areas within the University's iTunesU presence.

To facilitate this a working group is being convened with representatives from Information Services, Communications and Marketing and the three colleges. This group will investigate the means by which devolved editorial controls and quality assurance procedures can be put in place to ensure that the service is available to all areas of the organisation. Alex Carter (Multi-Media Team Manager, Applications Division).

### Bryan Martin, University Web Editor

(Email 4/07/09)

In the meantime material that could be added to the presence immediately can be sent for possible inclusion. Information about the podcasting and streaming service is available from: [www.media.is.ed.ac.uk](http://www.media.is.ed.ac.uk) any queries about iTunesU should be directed to Bryan Martin, University Web Editor.

### Karen Bowman, Procurement

(Email 4/07/09)

Our Fairtrade University should be promoted using this service as no doubt competitors do. The Fairtrade Foundation has some resources - CAM could host these on a changing eg each monthly basis (and link to main website/Sustainability page) <http://www.fairtrade.org.uk/resources/films/default.aspx>

It should be noted that students on our SIFTG (Fairtrade group) made some videos on Youtube already online but is uncertain whether or not these will be of suitable quality for this service.

<http://www.youtube.com/watch?v=jsCJbY6qI0U>

<http://www.youtube.com/watch?v=cjKcDt3LO98&mode=related&search=>