

Fairtrade Steering Group (FSG) – Minute

Task Group of the Sustainability & Environmental Advisory Group

Twenty third Meeting: Tues 19 January 2010 - 3.00pm

Torrison Room, Charles Stewart House, 9-16 Chambers Street

Members:

Karen Bowman (Convener)	Director of Procurement	KB
Daniel Abrahams	People & Planet co-Convener	DA
Evelyn Bain	Procurement Manager	EB
John Blair-Fish	IT Unix Systems, Information Services	JBF
Ruth Cape	People and Planet co-Convener	RC
Philippa Faulkner	Ethics and Environment officer	PF
Thomas Graham	EUSA President	TG
Non Jones	Student	NJ
Kristofer Keane	Ethics and Environment officer	KK
Ronnie Kerr	Press and PR Manager, Communication & Marketing	RK
Angela Lewthwaite (Secretary)	Estates and Buildings Office	AL
Ian Macaulay	Asst. Director of Accommodation Services, Catering	IM
David Somervell	Sustainability Advisor	DS
James Wallace	EUSA Vice-President - Services	JW
Ruomei Zang	Alumni Member	RZ

www.fairtrade.org.uk

Corresponding:	VP Professor Mary Bownes, Professor Pete Higgins; Mr Nigel Paul; Prof Jan Webb; Rev Di Williams; Prof Tim Hayward; Dr Graham Russell; Stewart Russell	
Welcome:	Emma Saunders – Student rep for Edinburgh; Rachel Clough to become Secretary to the Group	
Apologies:	Thomas Graham (EUSA President); Kristopher Keane, Ronnie Kerr (Katrina Kelly attended), Daniel Abrahams, Ruth Cape, Non Jones, James Wallace	
1	<p>The minute of meeting held on 3 November 2009 http://www.seagfsg.estates.ed.ac.uk/ http://www.pps.ed.ac.uk/about/green/fair_trade/index.htm Minutes of last meeting agreed.</p>	Paper 1
1.1	<p>Matters Arising: P&P and EUSA representatives requested that meetings be held on a different day as Tuesday afternoon's were unsuitable to fit in with studies. The group agreed to hold meetings on a Monday 4-5pm – moving all dates for this coming year forward by one day.</p> <p>Action: Secretary to send out a revised meeting schedule and would also advise all by email.</p>	All
1.2	<p>Membership – FSG agreed Ruomei Zang email ZHRM1220@yahoo.com.cn – in her final weeks as a student would join the group and remain once an alumni as she is remaining in Edinburgh . She will forward her paper on the economics of Fairtrade.</p> <p>AL to contact the Alumni Office to find out how best to make contact with appropriate Alumni reps, who would be willing to make a positive contribution.</p>	RZ AL
1.3	<p>Transition Edinburgh University (TEU) – Information can be found at www.transitionedinburghuni.org.uk</p> <p>Noted the TEU group comprised of six interns office who were situated in 5 Forrest Hill. Planning.</p> <p>Noted Green Week/10:10 Week from 8th to 12th March would incorporate a range of activities that would aim to reduce individual carbon footprint.</p> <p>Noted - TEU has a tenuous link to FSG –and would focus on Fairtrade to a small degree as global poverty is affected by climate change. Joseph Farthing would make some contribution to the FSG throughout the year from link to DS's office.</p>	DS
1.4	<p>iTunesU channel – CAM had confirmed system was up and running, however, some colleagues unable to connect. JBF confirmed that the link worked but no information shown in the area. , Agreed that Scottish Fairtrade conference information be sent to Bryan.Martin@ed.ac.uk with a request to mount onto an iTunes channel.</p> <p>Action: RC</p>	RC

http://www.seagfsg.estates.ed.ac.uk/docs/open/100122_FSG_Minute.doc

1.5	<p>SEAG-Operations Group - Revised Remit and Membership</p> <p>KB advised that SEAG-Ops would take care of the operational aspects discussed when SIFTG re Sustainability Issues i.e. Energy, Waste Transport, and FSG would focus on steering Fairtrade, in particular teaching aspects of Trade & Justice initiatives and how these could be measured.</p> <p>FSG had proposed that a student member – i.e. President or VP of EUSA should join SEAG-Ops – DS to check with Nigel Paul via Geoff Turnbull.</p>	DS
1.6	<p>Fairtrade Strategy Document final – 5 yr vision</p> <p>Agreed - KB would amend the document to incorporate elements of Fairtrade from the Sustainability Procurement and SRS strategies and feedback from Fairtrade Foundation. In essence create a simple Fairtrade Strategy for FSG to implement for SEAG – Draft to be circulated to the group for comments and agreement before passing to SEAG. Continuous improvement – not unrealistic goal setting.</p> <p>Agreed - An overview of the main headings contained in the document would be distributed at the Fairtrade Conference.</p>	KB
1.7	<p>Fairtrade Renewal Feedback Actions</p> <p>FSG welcomed the ‘Feedback comment’</p> <p>Goal 1 – EB along with JW to contact Sam Mason, EUSA to obtain the stats for amount of cups.</p> <p>Goal 3 – Wines – some wines supplied by Edinburgh First (EF) are Fairtrade –advertised on EF website.</p> <p>Agreed - EB to send Sam Mason relevant literature</p> <p>KB – To take to SEAG for approval, the process of requesting information from Colleges and Schools - what they are doing in education and awareness in relation to Fairtrade.</p>	EB/JW EB KB
2	<p>Edinburgh Fairtrade City Initiative sub-group (EFCI)</p> <p>Attended by Evelyn and Karen – the City is moving fast – EFCI welcomed the Scottish Universities and Colleges Conference.</p> <p>FSG noted the forthcoming events :-</p> <p>12th Feb – Lord Provost Awards applications to be in by this date – http://www.docs.csg.ed.ac.uk/Procurement/news/LPAwardsPosterFinal.pdf</p> <p>24th Feb – Fairtrade Expo – Glasgow – will feature the Palestinian Olive Oil Producer</p> <p>25th Feb – Fairtrade Brunch – National Library Scotland –Lord Provost Awards would be presented.</p> <p>27th Feb – Queensferry Fairtrade – Mad Hatter Tea Party</p> <p>2nd March – Fairtrade Schools Showcase - Towerbank Primary School, Portobello – 4:30-6.00pm Producer of Chilean walnuts. Events also taking place in Queensferry and possibly Balerno areas round the city.</p> <p>Noted that a folder with a booklet and slideshow would be produced to showcase what the city is doing with regard to Fairtrade. Agreed - KB to print the folders for EFCI – the booklet would feature UoE and would be included in the launch of the Fairtrade Fortnight.</p>	KB
3	<p>Fairtrade Fortnight 2010: 22 February – 7 March 2010 and First Scottish Universities and Colleges Fairtrade Conference (SUCFC) – 8 March 2010</p> <p>Itinerary and checklist – Report from 15 Jan 10 meeting</p> <p>Objective of SUCFC Conference – To get universities and colleges to pledge to obtain Fairtrade accreditation. Discussion was held on how best to encourage students to attend from non fairtrade universities –</p> <p>Agreed – All to make every endeavor to publicise the Conference via current networks e.g. NUSSL; other universities ethics and environment officers.</p> <p>IM agreed to publicise the event at a forthcoming event at Jewel and Esk. He would also encourage the TUCO members to attend the Conference.</p> <p>Agreed - Jamie Pearson – Napier would tidy up the poster and circulate as PDF</p> <p>DS suggested that he would like to see a small booklet produced with the UoE history in relation to Fairtrade – – KB advised that she had an appropriate document.</p> <p>KB further advised that the UoE contact regarding Harriet Lamb’s itinerary arrangements would be through Ian.Bettison@ed.ac.uk or Denise.Boyle@ed.ac.uk as a VIP guest of the University for International Womens Day.</p> <p>KB would amend the SUCFC itinerary in the light of information received.</p> <p>Agreed - Ruomei would send KB a copy/summary of her paper and may attend the conference.</p>	ALL IM KB ALL KB RZ
5	<p>Report from EUSA – Note AGM – Tuesday 17th November 2009</p> <p>Noted - A Fairtrade Strategy currently being drafted and would be brought to the next meeting.</p>	TG

	<p>Noted - A Fairtrade style art exhibition was being organised and would be completed in time for the Fairtrade Conference.</p> <p>Clothing – This matter was deferred to the next meeting.</p> <p>http://www.bishopstontrading.co.uk/shop/article.php?category_id=12&article_id=47</p>	
6	Report from People & Planet, Edinburgh University – ES reported work was ongoing.	DA
7	Report from Accommodation Services IM advised continual push re fair trade initiatives i.e. local suppliers; discussions with NUSSL and APUC	IM
8	<p>Any Other Business</p> <p>JBF brought to the group the issue of Ethical Procurement of IT – commodity strategies in procurement are being developed in the different departments and recent articles had questioned the materials sourcing. The principal of these strategies are being built into the Sustainable Procurement Plan.</p> <p>A group named ‘Select PC’ has been setup to look at whole life costing of PC’s and also to see whether the PC’s we buy are technically compatible with the Uni network.</p> <p>KB advised that DFID factsheets ‘Poverty Aware Procurement’ were coming shortly which would help advise.</p>	
<p>Dates of next FSG meetings – Venue : Cheviot Room, Charles Stewart House</p> <p>2010: Monday 24 May – 4.00 pm; Monday 9 August – 4.00 pm Monday 1 November – 4.00 pm</p>		All please note