Fairtrade Steering Group (FSG) – Minute

Task Group of the Sustainability & Environmental Advisory Group Fri 29th April 2010 – 10-11am Cheviot 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
Rachel Clough (Secretary)	Estates and Buildings	RAC
Angela Lewthwaite	Estates and Buildings Office	AL
Ben Miller	TEU representative	BM

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1	Minutes Matters Arising from last meeting (not otherwise on agenda)	Paper 1
	Evelyn, Jamie and Karen sit on the City Group and it was agreed that an Edinburgh - College and University City Subgroup was to be set up and we could look to that to help with the planning of future events. We will look to call a meeting of the city subgroup soon. Jamie is quite happy to help setup the Subgroup and use the list of conference attendees as a basis for inviting members to join.	
	EB & KB are due to have a meeting with Scotmid regarding future events – Update: Scotmid confirmed that they will sponsor the next universities and colleges fairtrade conference.	
	KB - spoken to EAUC re: future Fairtrade events and they would be quite happy to help in the future	
	RAC to contact Geoff Turnbull regarding the issue of having a student on the SEAG OP's group.	RAC
2a	First Scottish universities and colleges Fairtrade Conference	Paper 2
	 Napier, QMU and Herriot Watt are all very keen to continue Fairtrade Conferences in the future. QMU have also expressed real intent to become a Fairtrade University. 	
	 KB to approach QMU to see if they would be wanting to host the next Fairtrade Conference – will give QMU points towards their fairtrade status application and hosts for the EAUC which should assist with publicity etc. 	KB
	 The conference was a great success but we need to keep up the momentum – however we don't want it to be dominated by UoE – lots of good contacts have been made for future events and the aim for Scotland a Fair Trade Nation. 	
	Next steps and communications	
	 There have been problems with getting institutions to register for assessment. 	
	 Post Conference – Fairtrade Forum are struggling with resource issues – they have all details and results from the conference but don't have the resources to communicate via their website at this time. They have been informed of the input via photos and a summary and the output from the conference in the form of the pledges and lists of the attendees. KB will advise them of City group. Jamie has received feedback from the attendees but hasn't had any responses regarding what or whether people are intending to act on their pledges. 	

	• 8 Colleges and 7 Universities have signed up with the Fairtrade Forum with a	
	view to apply or be interest in Fairtrade – as a result of the conference.	
	 APUC – have communicated the summary and pledges via their contacts and are happy to help with future projects but wouldn't want to lead on the topic. 	
	 Should we have another Fairtrade Conference next year? DA – Agrees that it was a relative success and was a strong vehicle to get people involved – should definitely keep it within the Fairtrade Fortnight (as you can tap into many resources that are already available and producer visits taking part in the fortnight) but maybe not at the end. Try to have the conference during the first week as it clashed with the NUS conference. Dan will talk to Rush Bush regarding timings to see whether she could suggest a better date for events. 	
	 QMU relationship in procurement services – if host next conference or become Fairtrade status could be beneficial to the UoE's renewal, showing that we have helped other universities in our area 	KB
	 BM –Ask Scotmid for help with money for a small travel fund in advance – this might be an incentive for students to attend future conferences out with the Edinburgh/ South Scotland Area. Scotmid could maybe sponsor an internship with the Fairtrade Forum. Proposals to be drafted after City subgroup meet. 	
	 Use NUS Link – try to motivate student unions to register with the FT Forum and then lobby to get their university/college to become a fairtrade organisation. 	
3	Other Fairtrade Fortnight events and Suggestions for future events	Paper 3
	 All other events appeared to go well – the UoE had quite a bit of success with the Fairtrade Football Tournament – others had small numbers but keen. 	
	 Ask Scotmid to possibly host other events within the fair-trade fortnight to encourage organizations to get involved with a 'Winetasting' Event – For the university, could ask catering managers to sponsor food or host the event. KB to approach Scotmid re: Stall and Wine tasting during freshers week – ask universities to register for a pack before hand – to allow Scotmid to know where goods need to be delivered and when. Might be a link through NUS to Wine Societies – Ruth Bush could organize and communicate this through NUS. Proposals to be drafted after City subgroup meet. 	
	 Coffee Crawl – Alternative to a pub crawl where the students go on a coffee shop crawl to fair-trade only establishments - could get the students to next time rate the shops and then they can go forward for a Lord Provost Award – might be a good way of getting the City Subgroup to have fun together. 	
	 P&P are already going into Edinburgh schools and colleges conducting presentations – this could be extended to taking the presentations to those interested in gaining fairtrade status – to encourage the org to register with the Fairtrade Forum. Could link to the city group and use contacts to approach the schools/colleges. P&P could also provide some help and support to those interested - leave a pack and explain the next steps. Could start this in September – Contact in P&P will be Kristina?? – KB suggested that this initiative could also link up with eco schools. DA to send RC Kristina's contact details. Post-meeting note Jamie Pearson of Edinburgh Napier pointed out the Fairtrade Schools funding closing 7th May. Ben and Dan to submit proposal. 	DA
	 DA to produce a report on the output of the Fortnight events apart from the conference – send evidence and photos to EB for the UoE FT Submission. 	
4a	People & Planet 'BuyRight' campaign to go to SEAG Comms Group and not through the Fairtrade Steering Group. P&P to meet with catering manager at EUSA to try to influence EUSA staff and can meet with Karen as Director of Procurement to consider the procurement strategies potentially affected by this.	P&P
4b	TEU 'food' campaign – There will be an event at KB –Rosie and Abbey regarding	TEU

	food issues – ideas are being collated and TEU will be in contact with FSG through Ben to communicate their ideas. Procurement is currently bringing together a procurement policy – TEU would like to be involved in this. Try to encourage the flow of information between TEU, P&P, EUSA and Procurement to get the best result – TEU would like to play a role in bringing all parties together in engaging 'sustainable conversations'. KB to discuss with DS, TEU	DS KB
8	 Membership and student participation eg EUSA, p&p and year-end handovers/liaison New EUSA President – Liz Roawlings New EUSA President of Services – Sam Hansford 	
	* Will encourage both to attend the May meeting	
	 DA to encourage P&P members to attend the FSG meeting in May. Email RC with members to invite. Action c/f from last meeting – alumni membership protocol 	DA/ RAC
		AL
	Next meeting 24 th May 4pm – open forum of ideas re Five Year plan	ALL