

Fairtrade Steering Group (FSG) – Agenda

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
John Blair-Fish	IT Unix Systems, Information Services	JBF
Ruth Cape	People and Planet co-Convener	RC
Rachel Clough (Secretary)	Estates and Buildings	RA C
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	Estates and Buildings Office	AL
Ian Macaulay	Asst. Director of Accommodation Services, Catering	IM
Emma Saunders	Student rep for Edinburgh	ES
David Somervell	Sustainability Advisor	DS
James Wallace	EUSA Vice-President - Services	JW
Ruomei Zang	Alumni Member	RZ
Ben Miller	TEU representative	BM

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Apologies:		
1	Minutes Matters Arising from last meeting (not otherwise on agenda)	Paper 1 RAC KB
2a	First Scottish universities and colleges Fairtrade Conference - pledges	Paper 2
2b	Comments and feedback and actions for the University of Edinburgh	ALL
2c	- Next steps and communications with external bodies eg NUS, SFTF, EAUC, attendees	
3	Other Fairtrade Fortnight events - Comments and feedback	Paper 3 DA
4a	people & planet ‘BuyRight’ campaign and impact on Fairtrade University	DA
4b	TEU ‘food’ campaign and impact on Fairtrade University	BM
5	Edinburgh Fairtrade City update	EB
6	Update from Accommodation Services	IM
7	Update from EUSA	JW/PF
8	Membership and student participation eg EUSA, p&p and year-end handovers/liaison	ALL
9	Draft Fairtrade strategy and report to SEAG (May) Re-application to Fairtrade Forum (June)	KB EB
10	AOB	
11	Next meeting and date/times for meetings in 2010/11	RAC

Fairtrade Steering Group (FSG) – Minute

Task Group of the Sustainability & Environmental Advisory Group

Twenty third Meeting: Tues 19 January 2010 - 3.00pm

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

Members:

Karen Bowman (Convener)	Director of Procurement	KB
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David Somervell	Sustainability Advisor	DS
James Wallace	EUSA Vice-President - Services	JW
Ruomei Zang	Alumni Member	RZ

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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	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.	Paper 1
1.1	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. Action: Secretary to send out a revised meeting schedule and would also advise all by email.	All
1.2	Membership – FSG agreed Ruomei Zang email ZHRM1220@yahoo.com.cn – SO677519@SMS.ed.ac.uk 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. 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.	RZ AL
1.3	Transition Edinburgh University (TEU) – Information can be found at www.transitionedinburghuni.org.uk Noted the TEU group comprised of six interns office who were situated in 5 Forrest Hill. Planning. Noted Green Week/10:10 Week from 8 th to 12 th March would incorporate a range of activities that would aim to reduce individual carbon footprint.	DS

	<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>	
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
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>http://www.ed.ac.uk/schools-departments/procurement/news/fairtradeconference</p>	

	<p>Womens Day Lecture info at : http://www.ed.ac.uk/schools-departments/equality-diversity/news-events/events/international-event</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.</p> <p>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>	<p>ALL</p> <p>IM</p> <p>KB</p> <p>ALL</p> <p>KB RZ</p>
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> <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>	TG
6	<p>Report from People & Planet, Edinburgh University – ES reported work was ongoing.</p>	DA
7	<p>Report from Accommodation Services</p> <p>IM advised continual push re fair trade initiatives i.e. local suppliers; discussions with NUSSL and APUC</p>	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 principles 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

FINAL AGENDA OF CONFERENCE

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Main Sponsor


**First Scottish Universities & Colleges
Fairtrade Conference 2010**
scottish.fairtrade.conference@googlegmail.com

EUSA Dining Room, Teviot Row House, University of Edinburgh

<http://www.ed.ac.uk/maps/buildings/teviot-row-house>**Monday 8th March 2010 Morning Agenda**

10.15am – 11am	Arrive, registration and coffee		
11.00 am	Welcome and warm-up Daniel Abrahams Co-convenor, people&planet student, University of Edinburgh		
11.15 am	What is Fair Trade Nation? Betsy Reed , Director, Scottish Fair Trade Forum (SFTF)		
11.30 am	Question & Answer – can colleges & universities help?		
11.40 am	<i>Scotmid</i> : Sponsor Fairtrade universities & colleges Malcolm Brown , Head of Corporate Communications, Scotmid		
11.50 am	Setting the Scene [Films] Daniel Abrahams Co-convenor, people&planet student, University of Edinburgh		
12.00 - 1.30pm	Workshop / Lunch Fairtrade Market Fayre		
WORKSHOPS A - C Workshop 12.00 -12.45pm Lunch 12.45-1.30pm Lunch second	WORKSHOP A	WORKSHOP B	WORKSHOP C
	Getting Fairtrade status in your University or College Ben Miller, Transition EU , University of Edinburgh.	Procuring Fairtrade at your University or college Karen Bowman Director of Procurement University of Edinburgh	Bulk Catering Cooking with Fairtrade Ian Macaulay Asst Director Catering University of Edinburgh
WORKSHOPS D - F Lunch 12.00 -12.45pm Workshop 12.45-1.30pm Lunch first	WORKSHOP D	WORKSHOP E	WORKSHOP F
	Colleges doing fair trade! Iris Aitchison Depute Head Dept of Business, Forth Valley College Alex Duran SFTF	St. Andrews: How we went Fairtrade! Hannah Plant St Andrews University Duncan Smart SFTF	The impact of Fairtrade in Africa Norman Chipakupaku , NGO

Monday 8th March 2010 Afternoon Agenda

1.30pm Plenary workshop	Planning your Fairtrade campaign - 100 ideas/events! Ruth Bush, NUS - Scotland
2.15pm	Harriet Lamb , CBE, Executive Director, Fairtrade Foundation Scottish Universities & Colleges Fairtrade Conference Where next with Fairtrade? Includes Question and Answer
3.00pm	What it means to me? Olive Oil Fairtrade producer , Zaytoun, Palestine http://www.zaytoun.org/
3.15pm	Where next for Fair Trade nation – ideas from groups? Duncan Smart and Alex Duran, SFTF
3.45pm	Coffee and Cake and Fairtrade Market Fayre Mezz Bar
5pm	CLOSE
<p>INTERNATIONAL WOMENS DAY</p> <p>University of Edinburgh Inaugural PUBLIC LECTURE</p> <p>eTicket required</p> <p>http://internationalwomenslecture10.eventbrite.com/</p>	
Doors Open 5.00	McEwan Hall http://www.ed.ac.uk/maps/buildings/mcewan-hall
5.30pm - 7pm	Harriet Lamb , CBE, Executive Director, Fairtrade Foundation presents Inaugural IWD Lecture

Fairtrade Market Fayre – open to public from 10.15 to 16.45

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In the MEZZ BAR in Edinburgh University Students Association (EUSA) at Teviot Row House, University of Edinburgh

OPEN TO PUBLIC

<http://www.ed.ac.uk/maps/buildings/teviot-row-house>

Fairtrade foods, crafts, designs + information on ethical buys

1. **Scotmid** SPONSOR <http://www.scotmid.com>
2. **One World Shop** <http://www.oneworldshop.co.uk>
3. **Shared Interest** <http://www.shared-interest.com>
4. **Ethics Girls** <http://www.ethicsgirls.co.uk>
5. **Kibibi Designs** <http://www.kibibidesigns.co.uk>
6. **Just Trading** <http://www.justtradingscotland.co.uk>
7. **people&planet & Scottish Fair Trade Forum** <http://peopleandplanet.org/>
<http://www.scottishfairtradeforum.org.uk/>



PAPER 2

Scottish Fairtrade Conference 2010 Banana Pledges

- Keep the momentum
- Further/Continuous Campaigning and spread the word
- Work jointly with East Lothian Council
- Tell people what is fair trade and what is not know the choices we have to be fair
- Talk to everyone you know about fair trade
- Buy Fairtrade goods
- Product trials during Fairtrade fortnight and fair trade day
- City-wide fair trade trial
- Hold fairtrade wine tasting event – invoice NUSL
- Collective lobbying of Edinburgh City councillors for promotion of fair trade city
- Ask institutions web managers to promote fair trade on website
- Promote/detail fair trade products on menus etc
- Price benchmarking and forming case studies
- Increase content menu items of fair trade by 20%
- If we cannot buy Fairtrade products we should buy the next best equivalent for example rainforest alliance, organic and ethical status
- Lobby suppliers for a pledge to commit to supplying the UoE in volumes
- Not to only supply to supermarkets which are more commercially attractive
- Commit to grater promotion of our Fairtrade University status (Heriot Watt)
- To work with students associations and other institutions to extend our fair trade offerings
- Lobby wholesalers to supply catering sized products
- Begin with easy hits for example team and coffee, then introduce other products through stealth, give them no choice or knowledge
- Pledge to get more colleagues to buy more Fairtrade tea and coffee in the office
- Educate and/or pressure our colleges to endorse fair trade
- Work together with students on procurement initiatives
- Educate procurement colleges on issues with getting bulk Fairtrade product
- Contact new student union officers
- Educate on elements economic and social of fair trade



Scottish Fairtrade Conference 2010 Banana Pledges /contd.

- Fairtrade reps in Napier University set up brainstorming sessions on how to create awareness and start co-operative in university students
- Take fair trade development as an agenda item to environment committee and student rep meetings, also feedback to catering manager
- Speak to the environmental officer at student union to discuss how fair trade can be implemented
- Speak to Brian Lister (Principal) about using more fair trade products within Stevenson College
- Introduce fair trade into and interview with student president and submit request to speak to college principal re: taking Fairtrade forward

PAPER 3 is poster of other events at the University during Fairtrade Fortnight 2010

FAIRTRADE FORTNIGHT

edinbpandp@riseup.net
People & Planet

26th Feb

8th
March

Sun
28th
Feb

FAIRTRADE
FOOTBALL

Register your
5-a-side team
by email OR
turn up at middle
meadow walk
1pm for
Footie fun!

Mon
1st March

WEAR
FAIR

Fairtrade Fashion
show, chocolate
Fondue and much
more !!
Chaplaincy 7pm

Wed
24th Feb

TRANSITION
EDINBURGH
UNI

Fairtrade
chat &
Free
Fairtrade
Food!

(HANDPRINT SOCIAL)
5-7pm DHT conference
room.

Mon 8th
March 1st Ever

SCOTTISH
FAIRTRADE UNI & COLLEGE
CONFERENCE

Free entry. 11-5 Teviot Row House

europa

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