

## Fairtrade Steering Group (FSG) – Agenda

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

**Twenty Fourth Meeting: Tuesday 24<sup>th</sup> May - 4pm**

**Ochil 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	RC(S)
Philippa Faulkner	Ethics and Environment officer (EUSA)	PF
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	EUSA – Student Rep	ES
David Somervell	Sustainability Advisor	DS
James Wallace	EUSA Vice-President - Services	JW

[www.fairtrade.org.uk](http://www.fairtrade.org.uk); [http://www.fairtrade.org.uk/resources/downloadable\\_resources.aspx](http://www.fairtrade.org.uk/resources/downloadable_resources.aspx)

<b>Corresponding:</b>	VP Professor Mary Bownes, Professor Pete Higgins; Mr Nigel Paul; Prof Jan Webb; Rev Di Williams; Prof Tim Hayward; Dr Graham Russell; Stewart Russell	
<b>Welcome:</b>		
<b>Apologies:</b>		
<b>1</b>	<b>The minute of meeting held on 19 January 2010</b>	Paper 1
<b>1.1</b>	<b>Matters Arising</b>	
<b>2</b>	<b>Fairtrade Policy Update</b>	Paper 2 KB
<b>3</b>	<b>Fairtrade Action Plan</b>	Paper 3 KB
<b>4</b>	<b>First Scottish Universities and Colleges Fairtrade Conference (SUCFC) – Minutes from 29<sup>th</sup> April</b> <ul style="list-style-type: none"> <li>▪ Other Events report from Dan Abrahams</li> </ul>	Paper 4 RC / DA
<b>5</b>	<b>End year report from EUSA</b>	Paper 5 TG
<b>7</b>	<b>Report from People &amp; Planet, Edinburgh University</b>	DA
<b>8</b>	<b>Report from Accommodation Services</b>	IM
<b>9</b>	<b>Dates of next meetings</b> <ul style="list-style-type: none"> <li>▪ Tuesday 10<sup>th</sup> August 2010</li> <li>▪ Tuesday 2<sup>nd</sup> November 2010</li> </ul> To be discussed and agree times	All please note



## 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](http://www.fairtrade.org.uk)

<b>Corresponding:</b>	VP Professor Mary Bownes, Professor Pete Higgins; Mr Nigel Paul; Prof Jan Webb; Rev Di Williams; Prof Tim Hayward; Dr Graham Russell; Stewart Russell	
<b>Welcome:</b>	Emma Saunders – Student rep for Edinburgh; Rachel Clough to become Secretary to the Group	
<b>Apologies:</b>	Thomas Graham (EUSA President); Kristopher Keane, Ronnie Kerr (Katrina Kelly attended), Daniel Abrahams, Ruth Cape, Non Jones, James Wallace	
<b>1</b>	<b>The minute of meeting held on 3 November 2009</b> <a href="http://www.seagfsg.estates.ed.ac.uk/http://www.pps.ed.ac.uk/about/green/fair_trade/index.htm">http://www.seagfsg.estates.ed.ac.uk/http://www.pps.ed.ac.uk/about/green/fair_trade/index.htm</a> Minutes of last meeting agreed.	Paper 1
<b>1.1</b>	<b>Matters Arising:</b> 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. <b>Action:</b> Secretary to send out a revised meeting schedule and would also advise all by email.	All
<b>1.2</b>	<b>Membership</b> – FSG agreed Ruomei Zang email ZHRM1220@yahoo.com.cn – <a href="mailto:SO677519@SMS.ed.ac.uk">SO677519@SMS.ed.ac.uk</a> 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
<b>1.3</b>	<b>Transition Edinburgh University (TEU) – Information can be found at <a href="http://www.transitionedinburghuni.org.uk">www.transitionedinburghuni.org.uk</a></b>  <b>Noted</b> the TEU group comprised of six interns office who were situated in 5 Forrest Hill. Planning.  <b>Noted</b> Green Week/10:10 Week from 8 <sup>th</sup> to 12 <sup>th</sup> March would incorporate a range of activities that would aim to reduce individual carbon footprint.  <b>Noted</b> - 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.	DS
<b>1.4</b>	<b>iTunesU channel</b> – 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. , <b>Agreed</b> that Scottish Fairtrade conference information be sent to <a href="mailto:Bryan.Martin@ed.ac.uk">Bryan.Martin@ed.ac.uk</a> with a request to mount onto an iTunes channel. <b>Action: RC</b>	RC

1.5	<p><b>SEAG-Operations Group - Revised Remit and Membership</b></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 &amp; 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><b>Fairtrade Strategy Document final – 5 yr vision</b></p> <p><b>Agreed</b> - 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><b>Agreed</b> - An overview of the main headings contained in the document would be distributed at the Fairtrade Conference.</p>	KB
1.7	<p><b>Fairtrade Renewal Feedback Actions</b></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><b>Agreed</b> - 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><b>Edinburgh Fairtrade City Initiative sub-group (EFCI)</b></p> <p>Attended by Evelyn and Karen – the City is moving fast – EFCI welcomed the Scottish Universities and Colleges Conference.</p> <p>FSG <b>noted</b> the forthcoming events :-</p> <p>12<sup>th</sup> Feb – Lord Provost Awards applications to be in by this date – <a href="http://www.docs.csg.ed.ac.uk/Procurement/news/LPAwardsPosterFinal.pdf">http://www.docs.csg.ed.ac.uk/Procurement/news/LPAwardsPosterFinal.pdf</a></p> <p>24<sup>th</sup> Feb – Fairtrade Expo – Glasgow – will feature the Palestinian Olive Oil Producer</p> <p>25<sup>th</sup> Feb – Fairtrade Brunch – National Library Scotland –Lord Provost Awards would be presented.</p> <p>27<sup>th</sup> Feb – Queensferry Fairtrade – Mad Hatter Tea Party</p> <p>2<sup>nd</sup> 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><b>Noted</b> that a folder with a booklet and slideshow would be produced to showcase what the city is doing with regard to Fairtrade. <b>Agreed</b> - 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><b>Fairtrade Fortnight 2010: 22 February – 7 March 2010 and First Scottish Universities and Colleges Fairtrade Conference (SUCFC) – 8 March 2010</b></p> <p><a href="http://www.ed.ac.uk/schools-departments/procurement/news/fairtradeconference">http://www.ed.ac.uk/schools-departments/procurement/news/fairtradeconference</a></p> <p>Womens Day Lecture info at : <a href="http://www.ed.ac.uk/schools-departments/equality-diversity/news-events/events/international-event">http://www.ed.ac.uk/schools-departments/equality-diversity/news-events/events/international-event</a></p> <p><b>Itinerary and checklist – Report from 15 Jan 10 meeting</b></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><b>Agreed</b> – 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 <a href="mailto:Jan.Bettison@ed.ac.uk">Jan.Bettison@ed.ac.uk</a> or <a href="mailto:Denise.Boyle@ed.ac.uk">Denise.Boyle@ed.ac.uk</a> as a VIP guest of the University for International Womens Day.</p>	ALL  IM  KB  ALL  KB RZ

	KB would amend the SUCFC itinerary in the light of information received. Agreed - Ruomei would send KB a copy/summary of her paper and may attend the conference.	
<b>5</b>	<b>Report from EUSA – Note AGM – Tuesday 17<sup>th</sup> November 2009</b> <b>Noted</b> - A Fairtrade Strategy currently being drafted and would be brought to the next meeting. <b>Noted</b> - A Fairtrade style art exhibition was being organised and would be completed in time for the Fairtrade Conference. Clothing – This matter was deferred to the next meeting. <a href="http://www.bishopstrading.co.uk/shop/article.php?category_id=12&amp;article_id=47">http://www.bishopstrading.co.uk/shop/article.php?category_id=12&amp;article_id=47</a>	TG
<b>6</b>	<b>Report from People &amp; Planet, Edinburgh University – ES reported work was ongoing.</b>	DA
<b>7</b>	<b>Report from Accommodation Services</b> <b>IM advised continual push re fair trade initiatives i.e. local suppliers; discussions with NUSSL and APUC</b>	IM
<b>8</b>	<b>Any Other Business</b> 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. 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. KB advised that DFID factsheets ‘Poverty Aware Procurement’ were coming shortly which would help advise.	
Dates of next FSG meetings – Venue : Cheviot Room, Charles Stewart House <b>2010:</b> Monday 24 May – 4.00 pm; Monday 9 August – 4.00 pm Monday 1 November – 4.00 pm		All please note





## The University of Edinburgh

### Fair Trade Policy 2010 - updated May 2010

In 2004 the University became Scotland's first "Fairtrade University" as accredited by the Fairtrade Foundation <http://www.fairtrade.org.uk/>

The University of Edinburgh aims to contribute to meeting the global poverty challenge by:

1. Expanding the range of Fairtrade foods and beverages available at all campus shops, canteens, cafés, restaurants, bars.
2. Promoting all other Fairtrade MARK goods, as these become available.
3. By ensuring Fairtrade tea, coffee is used at all meetings and at least 50% in offices.
4. By hosting Fairtrade events and maintaining publicity and awareness-raising on campus.

The Fairtrade Steering Group with membership drawn from staff, students and alumni reports to the Central Management Group, through the Sustainability and Environmental Advisory Group (SEAG).

The University of Edinburgh will maintain Fairtrade University status and steer Edinburgh Fairtrade City Initiative and join Scottish Fair Trade Forum which aims to make Scotland a Fair Trade Nation. Our status is awarded annually assessed by UK Fairtrade Foundation <http://www.fairtrade.org.uk/>

1. Fairtrade Steering Group membership, remit and meeting notes are published at **(REPLACE the URLs with the relevant link from the NEW SRS section of main web)**

2. Fairtrade University <http://www.ed.ac.uk/schools-departments/procurement/corporate-social/fairtrade>

3. The University Social Responsibility and Sustainability Strategy 2010 supports the University's Strategic Plan in reference to the global challenge of alleviating poverty and in maintaining our Fairtrade University status including raising awareness on related issues of trade justice.

[http://www.docs.csg.ed.ac.uk/EstatesBuildings/Policies/Social\\_Responsibility\\_and\\_Sustainability\\_Strategy\\_2010.pdf](http://www.docs.csg.ed.ac.uk/EstatesBuildings/Policies/Social_Responsibility_and_Sustainability_Strategy_2010.pdf)

4. The University is implementing the Scottish Government Scottish Sustainable Procurement Action Plan <http://www.scotland.gov.uk/Publications/2009/10/sspap> "a process whereby organisations meet their needs for goods, services, works and utilities in a way that achieves value for money on a whole life basis and generates benefits not only to the organisation, but also to society, the economy and the environment".

5. The Edinburgh University Students Association (EUSA) adopted a Fairtrade motion in 2004- <http://www.eusa.ed.ac.uk/minutes/unionexec/14042004.pdf> and students societies and people&planet campaign on trade justice. For more information see <http://peopleandplanet.org/tradejustice/>.

**Convenor: Karen Bowman, Director of Procurement**

**Karen.Bowman@ed.ac.uk**

Rachel Clough, Administrative Secretary, Support Services 0131 650 9776 [rachel.clough@ed.ac.uk](mailto:rachel.clough@ed.ac.uk)





## Action Plan 2010-15

**A. Strategic Context:** As a **Fairtrade University**, we aim for Quality Services in the goods we acquire and for Quality People who understand the issue and are engaged in both Social Responsibility & Sustainability by influencing the global poverty challenge, through our purchasing decisions and research and learning.

Sustainable Procurement Action plans will allow us fairly traded product choices.

The student experience will be enhanced through policy and lobbying activities as well as managing services offered by EUSA and fun events to influence students. The academic excellence will be enhanced as opportunities to research and learn about trade justice and related poverty challenges can then relate to purchases.

The community engagement is enhanced by working in Edinburgh Fairtrade City Initiative, and emerging colleges & universities fair trade conference as well as political and national campaigns for fairer trade and in the producer engagement.

Scotland – Fairtrade Nation campaign has political backing and is a further goal.

### **B. Specific University of Edinburgh Fairtrade Policy goals and actions**

#### **1. Range of Fairtrade foods available at all campus shops, canteens, cafés, restaurants, bars.**

We will continue with our efforts with NUSSL as NUS members, to push them to stick to Fairtrade contracts, to increase the benefits to farmers through increased Fairtrade sales on campuses around the country! We will work with NUS in Scotland, as appropriate, to encourage collaboration.

We continue to work with TUCO and other collaborators to enable the purchasing of Fairtrade products, to maximise the campus catering offerings which can be Fairtrade certified or include fairly traded ingredients. We will continue to expand our Fairtrade Policy increasing the range into catering, clothing, beauty and sports. We will work with APUC Ltd and consortia and others within public procurement reforms.

#### **2. Fairtrade tea and coffee used at all meetings, and in at least 50 per cent of offices.**

Fairtrade tea and coffee is now the default item. We aim to provide as many Fairtrade items as possible for conferences and commercial lets – we offer Fairtrade fresh fruit (bananas) and juices. We will investigate methods to establish Fairtrade use amongst students and staff in their own food choices. We will work with the Edinburgh Fairtrade City Initiative to encourage local fairtrade outlets to offer choice.

#### **3. Ongoing publicity and awareness-raising maintained on campus.**

We will improve Fairtrade University information and offer related links on main websites. We will make staff aware of the latest products to be launched under the Fairtrade certification for personal as well as work use. Fairtrade beauty products such as moisturisers and foot lotions and Fairtrade olive oil from Palestine, and rice from Malawi, see <http://www.fairtrade.org.uk/products/default.aspx>

In 2010, the University and EUSA co-hosted the first Scottish Universities and Colleges Fairtrade Conference with the Scottish Fair Trade Forum to support the campaign to make Scotland a Fair Trade Nation on 8 March 2010. We will encourage collaborative action on the pledges taken and for procurement, will encourage members of APUC to participate in follow up, working with both staff and students.

We have agreed with the Edinburgh Fairtrade City Initiative on a city-wide college and university subgroup. We will work with EAUC and NUS and other sector groups to share experiences and make the fairtrade conference ongoing and not an 'event'.

We will hold events during Fairtrade Fortnight to link with national publicity and press, ideally involving visitors from producers to allow students and staff to hear first hand the benefits. We also work on communications with the Edinburgh Fairtrade City Initiative as a major employer in this city to help develop Fairtrade. We support events at Fairtrade Schools and we will look to raise engagement of students and staff at university in opportunities for liaison with schools and faith groups and business sectors. We will also raise awareness and hold events at other times eg 'Freshers', 'Green Week', International Women's Day, World Fair Trade Day or as opportunities arise on any relevant research, education or publicity from SEAG.

#### **4. A Fairtrade steering group set up, reporting to the Central Management Group, through the Sustainability and Environmental Advisory Group (SEAG)**

Our Fairtrade Steering Group will refocus on the Fairtrade goals in relation to the Global Poverty Challenge recognised in the University Social Responsibility and Sustainability Strategy 2010. We will report on progress through an annual summary for accreditation by the Fairtrade Foundation. Engaging in the future of Fairtrade University gives successive students campaigning and staff an influencing experience in an engaging and challenging issue.

Trade justice is at the heart of the Fairtrade movement and exploration of these issues with the Just World Institute and other groups interested in exploring Social Responsibility in learning, teaching and research and in practice.

NUSSL = National Union of Students Supplies Limited – supplies union shops and bars across UK  
TUCO = The University Catering Organisation – supplies campus shops, accommodation, bars UK  
APUC = Advanced Procurement for Universities and Colleges in Scotland – sector centre of procurement expertise.  
EAUC = Environmental Advisors for Universities and Colleges – sector group for advice on sustainability UK

#### **C. Measures and progress reports:**

The annual accreditation by the UK Fairtrade Foundation requires continuous improvement to retain the status of a Fairtrade University. We will report this progress to Central Management Group via the Sustainability and Environmental Advisory Group and to students/representative bodies via EUSA and People & Planet.

**KPI: Volume of fairtrade produce and number and profile of fairtrade activities.**

**REPLACE WITH SECTION FROM NEW SRS WEBPAGE**

**Appendix Two : Procurement Office webpage has a recently updated URL**

<http://www.ed.ac.uk/schools-departments/procurement/corporate-social/fairtrade>

**Fairtrade Steering Group (FSG) – Minute**

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

**Fri 29<sup>th</sup> 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

[www.fairtrade.org.uk](http://www.fairtrade.org.uk)

<b>1</b>	<p><b>Minutes</b> <b>Matters Arising</b> from last meeting (not otherwise on agenda)</p> <p>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.</p> <p>EB &amp; 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.</p> <p>KB - spoken to EAUC re: future Fairtrade events and they would be quite happy to help in the future</p> <p>RAC to contact Geoff Turnbull regarding the issue of having a student on the SEAG OP’s group.</p>	Paper 1            RAC
<b>2a</b>	<p><b>First Scottish universities and colleges Fairtrade Conference</b></p> <ul style="list-style-type: none"> <li>▪ 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.</li> <li>▪ 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.</li> <li>▪ 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.</li> </ul> <p><b>Next steps and communications</b></p> <ul style="list-style-type: none"> <li>▪ There have been problems with getting institutions to register for assessment.</li> <li>▪ 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.</li> <li>▪ 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.</li> </ul>	Paper 2           KB

	<ul style="list-style-type: none"> <li>▪ 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.</li> <li>▪ 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.</li> <li>▪ 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.</li> <li>▪ 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</li> <li>▪ 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.</li> <li>▪ 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.</li> </ul>	KB
3	<p><b>Other Fairtrade Fortnight events and Suggestions for future events</b></p> <ul style="list-style-type: none"> <li>▪ 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.</li> <li>▪ 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.</li> <li>▪ 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.</li> <li>▪ P&amp;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&amp;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&amp;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 7<sup>th</sup> May. Ben and Dan to submit proposal.</li> <li>▪ 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.</li> </ul>	Paper 3                    DA
4a	<b>People &amp; Planet 'BuyRight' campaign</b> 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	<b>TEU 'food' campaign</b> – There will be an event at KB –Rosie and Abbey regarding	TEU

	<p>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&amp;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</p>	<p>DS KB</p>
<p><b>8</b></p>	<p><b>Membership and student participation eg EUSA, p&amp;p and year-end handovers/liaison</b></p> <ul style="list-style-type: none"> <li>▪ New EUSA President – Liz Rowlings</li> <li>▪ New EUSA President of Services – Sam Hansford</li> </ul> <p>* Will encourage both to attend the May meeting</p> <ul style="list-style-type: none"> <li>▪ DA to encourage P&amp;P members to attend the FSG meeting in May. Email RC with members to invite.</li> <li>▪ Action c/f from last meeting – alumni membership protocol</li> </ul>	<p>DA/ RAC</p> <p>AL</p>
	<p><b>Next meeting 24<sup>th</sup> May 4pm – open forum of ideas re Five Year plan</b></p>	<p>ALL</p>



## **Report to Fairtrade Steering Group**

### **Introduction**

This year has been rather exciting in what has been achieved and the enthusiasm that has been created. Firstly, I would like to thank you all for the hard work and dedication you have put in. Especially the effort that went into the first nationwide Fairtrade Conference which was an incredible experience for those attending taking us further towards becoming a fair-trade nation. It is truly remarkable that Edinburgh University are leading the country in this area.

I thought I would inform you all of what we at EUSA have been doing and explain how the interaction will move forward between us and the University.

### **What have we been doing?**

The last year has seen EUSA move significantly forward in our efforts for the Environment and sustainability. We now lead the UK as the best Student Union in the country in this area. These are some of the highlights from our year:

- Sound Impact 2010 winners (100 student unions participated). Top Student Union in UK for our actions in the Environment. This encompasses so much work and effort and we are immensely proud of this achievement. But there is still room for improvement!
- Developed our own Environmental and Ethical Strategy which has now been passed by our General Meeting, both representative committees and our Board of Trustees. (Please see attached document). This is our plan for the next decade and how we aim to tackle climate change on campus.
- Launched our website and work on 10:10 to try and reduce the University carbon footprint by 10%.

### **How will we interact with the University in the future?**

Our interaction with the University is crucial as students have led the environmental cause and it is a key concern of our 26,000 members who make up the majority of the University campus. The following people will be the contact within EUSA and everything relating to the representation on the Environment should flow through these individuals:

#### **Sam Hansford**

#### ***Vice President Services***

- Sam will be the main contact within EUSA and has the sabbatical responsibility for Environmental issues.
- He will sit on SEAG
- Sam will receive reports on SIFTIG activity from the other EUSA elected reps.
- Sam will chair EUSA's internal Environmental and Ethical committee

#### **Veronica Lopes Da Silva Philippa Faulkner**

#### ***EUSA Elected Reps***

- Veronica and Philippa will be the reps who sit on SIFTIG
- They will report actions to Sam and feed into EUSA's own Environmental and Ethical committee.

The staff contact at EUSA who will be the daily contact for general environmental issues and concerns:

***Davie Gray***

- Davie is the contact for all daily matters relating to the environment
- He will be the source of most information in this area and will direct you to the appropriate person where relevant
- He will attend SIFTIG meetings where deemed appropriate
- He updates the VPS where appropriate on issues arising within this area

**Note 1:**

The issue that exists with us is our interaction with Transition Edinburgh. Perhaps we can have a regular meeting with them attended by one of our reps who complete the communication chain.

If the work that Transition Edinburgh are doing this year is to be imbedded within the University it is crucial that we are kept within the loop.

**Note 2:**

If students are to be engaged within the Environment it is important that it is a concentrated effort. Therefore my strong suggestion to this committee would be to combine green week with fair-trade fortnight to make a large impression on the student body and try to engage with those that have never been involved before.

**Conclusion**

I hope that this document provides you with the information you require as to how EUSA are moving forward with the Environmental agenda.

It has been a pleasure being involved with this movement over the last year and I wish you all the best of luck for the future.

***James Wallace***- Vice President Services

***James Wallace***- Vice President Services  
14 May 2010