

## Fairtrade Steering Group (FSG) – Minute

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

**Twenty Fourth Meeting: Monday 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>	FSG welcomed Stephannie Hay, a staff member representing Development & Alumni who will think about ideas on how to engage D&A and the alumni community in Fairtrade University. Veronica Lopes Da Silva – EUSA Rep to report into the new VPS. FSG welcome Anna Borthwick to the group as a replacement for Ronnie Kerr (CAM).	
<b>Apologies:</b>	David Somervell, John Blair-Fish, Ben Miller	
<b>1</b>	<b>Previous minute of meeting held on 19 January 2010 – agreed as accurate record</b>	Paper 1
<b>1.1</b>	<b>Matters Arising</b> KB brought a formal introduction from the group to the new FSG members and background to the remit and membership. Philippa Faulkner hopes to continue with the group as she has taken on a new role within EUSA, will be the main contact between the group and EUSA along with Veronica Lopes Da Silva. Note to CAM - Any publicity regarding the University and FT to be sent EB for records and future submissions.	
<b>2</b>	<b>Fairtrade Policy Update</b> As the new SRS website is in the planning - the intension is to have the Fairtrade Policy up-to-date. The policy has to be in line with the agreement made by the UoE when becoming a Fairtrade University in 2004. The group discussed the issue of the 50% (Tea & Coffee in University Offices) target – should this not be 100% - this would be very hard to measure as it is about individual personal purchases. The figures are an aspirational target which is in turn achievable. Could maybe look to seek more accurate figures/measurements for FT products used within the university offices, might approach TEU to take on as a project. Alumni members – The group are in agreement that an Alumni Member would be most welcome within the group – they could give a valuable view point into how the University and its Fairtrade status might have had an impact on their lives once they have moves on from UoE. Agreed to publish the FSG papers/strategy/policy on new SRS website – with possible links to Scottish Public Procurement Sustainability Policy and link in to EUSA’s 2004 policy. EUSA are due to review the policy on a 4 yearly basis to fall in line with the student’s uni life cycle but it is unlikely	Paper 2 KB

	<p>that the policy of 2004 will change. There will also be a link to P&amp;P as the society has also been a steering point for the FT Policy and outreach activities.</p> <p>The group are in agreement to pass the policy on to the next meeting of SEAG</p>	
<b>3</b>	<p><b>Fairtrade Action Plan</b></p> <p>The plan has been slightly altered since first created by group member Ben Miller. KB looking to group for any comments and suggestions for future plans. Discussions regarding the action plan points are as follows;</p> <p>Point 1 – The range of FT Foods within the EUSA shops are expanding but there is still a need to encourage NUS to bring in more products – as yet there still isn't an option to buy FT bananas. P&amp;P have already submitted a questionnaire concerning FT bananas and have had a positive response from Paul Vincenti (EUSA Buying Manager). PF will speak with the new VPS Sam Hansford to see if there is a way to put more pressure on NUSSL regarding the issue of buying – may need to contact Rush Bush (NUS).</p> <p>Sports Equipment – look to follow suit from the Napier University and encourage the sports societies to buy fair-trade footballs, rugby balls etc... KB to talk to CSE Director Jim Aitken regarding this issue and RC to find out the contact for the sports unions.</p> <p>Point 2 - "... investigate methods to establish Fairtrade use amongst student and staff in their own food choices" Isn't this more about a changing of behavior and very hard to measure. Look towards the TEU project as a way to investigate and measure this issue. Suggestions for how we approach this – Questionnaire? CAM have a market research officer ( Russell Bartlett) – might be worth doing some market research amongst the staff – could find out where people are with regards to Fairtrade products. EB – to investigate this and bring feedback to next meeting - Possible to look to ask suppliers (those present at the FT Conference?) to encourage staff to buy more FT products e.g. by small events in foyers with samples.</p> <p>Agreed – this could be a great addition to the policy - demonstrate that the university is trying to raise the FT Status</p> <p>Point 4 – Add the wording 'Accommodation' 'Catering Outlets' to the NUSSL definition. Same wording needs to be expressed for TUCO.</p> <p>Look to forming a FSG working task group – agree that this a good idea to help bring together ideas from others outwith this group and interest in other related trade justice issues i.e. 'Buy Right' Campaign and Poverty Aware Procurement on Campus which are not part of the FSG but have links.</p> <p>There are still missed opportunities within the university.</p> <p>The Draft Action Plan will go on to SEAG for comments which will be reported back to the group next year.</p>	<p>Paper 3 KB</p> <p>PF</p> <p>RC</p>
<b>4</b>	<p><b>First Scottish Universities and Colleges Fairtrade Conference (SUCFC) – Minutes from 29<sup>th</sup> April</b></p> <ul style="list-style-type: none"> <li>▪ Other Events report from Dan Abrahams</li> </ul>	<p>Paper 4 RC / DA</p>
<b>5</b>	<p><b>End year report from EUSA</b></p> <p>NUSSL Conference March 10 – won the Gold Sound Impact Award</p> <p>PF – suggests that Sam Hansford elected EUSA VPS would be the best person as a member of the group and add EUSA President as a corresponding member.</p> <p><i>Interaction with UoE in Future</i> – Note 2 – members are not in agreement with this point – feel that the issue of Green Week and FT Fortnight need to remain separate. In agreement that the Green Week dates are changed to a more suitable time of the year but this is not within FSG remit.</p> <p>EB still requires further information from EUSA for the FT submission in terms of sales.</p>	<p>Paper 5 JW</p>
<b>7</b>	<p><b>Report from People &amp; Planet, Edinburgh University</b></p> <p>P&amp;P have made progress contacting schools and have already completed a presentation at Liberton High School – inspired by this event the students are looking to setup their own Fairtrade Steering Group – look towards getting their fairtrade status. Booked to go to other schools and make further</p>	<p>DA</p>

	<p>presentations. Bid for funding on outreach to Fairtrade Foundation not successful but link to City.</p> <p>P&amp;P calendar is going ahead.</p> <p>DA – to email details to EB and will be passed on to the City Group.</p>	
<b>8</b>	<p><b>Report from Accommodation Services</b></p> <p>In conversations with Malawi farmers (<a href="http://www.justtradingscotland.co.uk">http://www.justtradingscotland.co.uk</a>) to source lentils but currently too expensive. Looking for a meeting on cost somewhere in the middle.</p>	IM
<b>9</b>	<p><b>Dates of next meetings</b></p> <ul style="list-style-type: none"> <li>▪ Tuesday 10<sup>th</sup> August 2010 4pm</li> <li>▪ Tuesday 2<sup>nd</sup> November 2010 4pm</li> </ul> <p>Venue to be agreed</p>	All please note