

## Fairtrade Steering Group (FSG) – MINUTE

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

**Twenty Firth Meeting: Tues 28<sup>th</sup> September –2-3pm  
Ochil Room, Charles Stewart House, 9-16 Chambers Street**

#### Members:

Karen Bowman (Convener)	Director of Procurement	KB
Evelyn Bain	Procurement Manager	EB
John Blair-Fish	IT Unix Systems, Information Services	JBF
Anna Borthwick	Press and PR Officer, Communications and Marketing	AB
Rachel Clough (Secretary)	Estates and Buildings	RC(S)
Philippa Faulkner	Ethics and Environment officer (EUSA)	PF
Sam Hansford	EUSA Vice President – Services	SH
Stephannie Hay	Development and Alumni	StH
Non Jones	Student	NJ
Angela Lewthwaite	Estates and Buildings Office	AL
Veronica Lopes Da Silva	Ethics and Environment officer (EUSA)	VL
Ian Macaulay	Asst. Director of Accommodation Services, Catering	IM
Liz Rawlings	EUSA President	LR
Ben Miller	TEU	BM
Neus Rodeta	People & Planet	RD
Emma Saunders	People & Planet	ES
David Somervell	Sustainability Advisor	DS

[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); <http://www.seagfsg.estates.ed.ac.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; Neil Thin; Prof Michael Northcott; Daniel Abrahams	
<b>Welcome:</b>	Sam Hansford	
<b>Apologies:</b>	John Blair-Fish ; Rachel Clough; Philippa Faulkner; Non Jones; Veronica Lopes Da Silva; Ian Macaulay; Liz Rawlings; Neus Rodeta	
<b>1</b>	<b>Previous minute of meeting held on 10<sup>th</sup> Aug 2010 was agreed</b>	Paper 1
<b>1.1</b>	<p><b>Fairtrade Rice from the People of Malawi</b> – FSG recorded their disappointment that article did not receive the appropriate publicity. Noted that other publications were regarding as a higher priority.</p> <p><b>Noted:</b> Edit published in Spring 2011 – SH to send RC deadline dates for receipt of articles. <b>Action all members</b> – All to look out for news items to sent to AL for SEAG-CTG</p> <p><b>Noted</b> – <a href="http://www.oured.ed.ac.uk/">http://www.oured.ed.ac.uk/</a> launched but no formal monitoring mechanism in place as yet. Members requested to browse and give feedback to DS.</p>	StH  ALL
<b>1.2</b>	<p><b>Principal's Tea party – Dec 2010–</b></p> <p><b>Note:</b> Alumni host this party on an annual basis and would like the party to be catered (as much as possible) Fairtrade products. IM suggested that StH approach Accommodation Services to request that the catering be Fairtrade or ethically traded products – IM to advise on difference in price.</p> <p><b>Post meeting Note:</b> StH advised 6/10/10 D&amp;A would use as much Fairtrade or ethically traded products as possible for this year's Carlyle Circle Principle's Tea Party. Date yet to be confirmed and the order finalised. D&amp;A to monitor the success of the event and keep the FSG informed.</p>	StH

1.3	<p><b>Fairtrade Standard Statement</b></p> <p>SfH and AB to look at the proposed publication and pass the final copy to KB/DS</p>	StH/AB
1.4	<p><b>First Scottish Universities and Colleges Fairtrade Conference (SUCFC) – Pledges</b> DS <b>agreed</b> to group the pledges into themes and append to the Fairtrade Action Plan the institution specific ones.</p>	
1.5	<p><b>Fairtrade Forum/Fairtrade Foundation Updates:</b></p> <p><b>Noted</b> that Fairtrade Foundation had agreed that the Renewal report be produced every two years. <b>Agreed:</b> All to forward Fairtrade newsy items to EB to assist with 2 yearly report.</p> <p><b>Noted:</b> Martin Rhodes has been appointed as the new Director of the Scottish Fair Trade Forum. <b>Agreed:</b> KB would meet with him to encourage progress with initiatives.</p>	ALL
2	<p><b>Fairtrade Action Plan [FAP]</b> <b>Agreed</b> to amend wording in Item B1 First paragraph to read “<i>The University will continue to work with NUSSL ....</i>” Also 2nd Para B1 to read “<i>EUSA will continue to work with TUCO....</i>”</p> <p><b>Agreed:</b> the ‘<i>Edinburgh Impact Awards</i>’ should be included in the plan. FSG to feed into the awards criteria. RC</p> <p><b>Agreed:</b> FAP would be a standing agenda item for discussion/amendment at future meetings this would help monitor progress. RC</p> <p><b>Agreed</b> that the Fairtrade Action Plan would be added to the ‘<i>Incoming President’s Pack of Annual Tasks</i>’ for new incoming EUSA Presidents to address. SH</p> <p><b>KB</b> advised that the Fairtrade Forum had requested that UoE expand its marketing process. <b>Agreed:</b> SH would contact the Permanent Secretary of EUSA with a view to expanding the FT marketing process. SH</p> <p><b>Noted :</b> D&amp;A would support this request – <b>Agreed :</b> StH to investigate D&amp;A’s publication outlets StH</p> <p><b>EUSA Fairtrade Sales</b> – SH advised that a method for monitoring Fairtrade products had been established. The statistics for Fairtrade goods sold would be held by permanent staff, namely, the Operational Manager. EB</p> <p><b>Agreed</b> that EB would email EUSA’s Operational Manager annually and copy in VPS to elicit statistics of Fairtrade goods sold. EB</p> <p><b>Agreed:</b> EB would liaise with IM and suggest a similar mechanism is established to gain statistics from Accommodation Services annually even.</p> <p><b>Agreed:</b> All to think about adding items to the FAP. ALL</p> <p><b>Agreed :</b> To run an annual Fair Trade Article – {Add to FAP} KB</p>	Paper 2
4	<p><b>Edinburgh Fairtrade City Initiative sub-group (EFICI)</b> <b>Noted:</b> Next meeting 4 Oct: Minute would be circulated. <b>Noted:</b> City-wide Fairtrade Colleges and Universities Subgroup being established.</p>	EB

5	<p><b>Fairtrade Fortnight 28 February to 13 March 2011</b> – All requested to think about ideas /volunteers and bring to the next meeting.</p> <p><b>Agreed</b> : KB would meet Martin Woods the new Chief Executive of EUSA</p> <p><b>Agreed:</b> StH to liaise with colleagues to see what input D&amp;A could give this year.</p> <p><b>Noted:</b> Proposal to invite a cotton provider under discussion.</p>	<p>ALL</p> <p>KB</p> <p>StH</p> <p>EB</p>
6	<p><b>Fairtrade Clothing</b> – EUSA experiencing problems re supply chain and price v quality – meetings ongoing to promote Fairtrade products i.e. Fairtrade bedding, towels, napkins, tablecovers, Servitors cotton shirts, polo shirts.</p> <p><b>Noted</b> : EB collaborating with incumbent suppliers re performance also setting up brainstorming session. EB to report back to next meeting.</p> <p><b>Agreed</b> : Synergy between UoE and EUSA to be discussed and re-emphasise the University’s Fair Trade Policy and the sale of Fairtrade products in UoE Giftshop/EUSA outlets.</p> <p><b>Noted:</b> Janitorial contract to be let soon – <b>Agreed:</b> time to rejuvenate this initiative.</p>	<p>EB</p> <p>KB/SH</p> <p>EB/EUSA/AL</p>
7	<p><b>Fairtrade Policy [Revised]</b> – Noted : Signed off by SEAG progressing to Court for endorsement.</p>	<p>AL</p>
6	<p><b>Market Research Questionnaire</b></p> <p><b>Agreed:</b> Important to ensure all sales outlets are included eg KB house, JCMB</p> <p><b>Post-meeting note</b> : Russell Bartlett [RB] advised hopeful of it appearing on CAM’s first staff omnibus, subject to approval via the Student Ethics Committee who police the administration of pan college student surveys. RB to have a more detailed look at the questions and draw up a draft timeline by w.e 1/10/10.</p>	<p>Paper 5</p> <p>KB</p>
7	<p><b>Report from EUSA</b></p> <p><b>Non-Fairtrade Clothing – See note 6 above</b></p> <p><b>Agreed</b> that EB should write to David Shepherd to find out the reason why FT cotton garments were not being sold.</p> <p>The following items were <b>noted</b>:-</p> <ul style="list-style-type: none"> <li>• House wines were now available in all EUSA outlets.</li> <li>• New Atrium now selling Fairtrade coffee.</li> <li>• EUSA new website now available but weak on content; beginning to fill out.</li> <li>• Martin Gribbon and Laura Whyte are the new marketing contacts.</li> <li>• EUSA continue to stock Fairtrade bananas when possible but times when have deliver problems.</li> <li>• Progress in hand re Fairtrade nuts</li> <li>• Fairtrade coffee sales in the Fringe - a great success</li> </ul>	<p>EB</p>
8	<p><b>Report from People &amp; Planet, [P&amp;P] Edinburgh University</b></p> <p><b>Noted</b> : The success of the ‘Naked Calendar’</p> <p><b>Agreed actions to be carried out:</b></p>	

	<ul style="list-style-type: none"> <li>• <b>Mentoring Scheme - Noted:</b> P&amp;P advised on their offer to mentor schools in respect of discussing Fairtrade. EB to request from Jenny Faucett, City Council Initiative, contact details to enable ES and BM to discuss proposal with the individual schools.</li> </ul>	EB ES/BM
	<p><b>Post meeting note</b> ES contacted the Senior Education officer, Lindsay Grant (who manages the Eco-schools programme for City of Edinburgh Council) [<a href="mailto:lindsay.grant@edinburgh.gov.uk">email contact : lindsay.grant@edinburgh.gov.uk</a>] ES to give an update at the next meeting.</p> <ul style="list-style-type: none"> <li>• <b>Seasonal Campaign for the Year</b> – SH and ES to work out what products to promote this year and a planned programme.</li> </ul> <p><b>Noted:</b></p> <ul style="list-style-type: none"> <li>• P&amp;P planning a campaign to expand F/T products globally via other unions.</li> <li>• P&amp;P sponsoring talks/visits and a sponsored movie being planned.</li> <li>• P&amp;P UK/Buyrite planet initiative to be linked with UoE P&amp;P. KB asked that this be discussed offline with the Procurement Office. The university had previously considered joining the Ethical Trading Initiative but had not done so. The issue of child labour and the international should engage our academics. KB indicated that she met with a number of SEAG members re: amending the FT Policy (item 7) and will pursue.</li> </ul> <p>Further discussion ensued on how to get our students engaged. Do you have an idea on how to engage our students? Edinburgh Sustainability Awards is one route. AL emailed Emma 5/10/10</p>	ES  KB
<b>9</b>	<p><b>Report from Accommodation Services</b></p> <p><b>Noted :</b> IM launching lift-out tea cups</p> <p>Malawi FT rice did not get press or PR coverage</p>	
<b>10</b>	<p><b>Dates of next meetings</b> Tuesday 9<sup>th</sup> November 2010 – 2.00 pm – Venue : Cheviot Room, Basement, Charles Stewart House</p>	All please note

**Note:**

The Fairtrade Foundation has guided the Group on the use of its brand name i.e. any commodities or services not accredited with the Fairtrade Foundation should be termed ‘fair trade’ (two separate words with no capital “F”)