

Fairtrade Steering Group (FSG) – Agenda

Task Group of the Sustainability & Environmental Advisory Group

Twenty Seventh Meeting: Tuesday 25th January – 2-3pm - Torridon Room, Charles Stewart House

Members:

Kenneth Amaeshi	Senior Lecturer in Strategy and International Business	KA
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
Angela Lewthwaite	Estates and Buildings Office	AL
Veronica Lopes Da Silva	EUSA – Student Rep	VL
Ian Macaulay	Asst. Director of Accommodation Services, Catering	IM
Liz Rawlings	EUSA President	LR
Emma Saunders	People & Planet	ES
David Somervell	Sustainability Advisor	DS

www.fairtrade.org.uk; http://www.fairtrade.org.uk/resources/downloadable_resources.aspx; <http://www.seagfsg.estates.ed.ac.uk>

Corresponding:	VP Professor Mary Bownes, Professor Pete Higgins; Mr Nigel Paul; Prof Jan Webb; Prof Tim Hayward; Dr Graham Russell; Stewart Russell; Neil Thin; Prof Michael Northcott; Daniel Abrahams; Rev Dr Harriet Harris
Welcome:	Rev Dr Harriet Harris

		Paper
1	Previous minute of meeting held on Tues 9th Nov 2010	1
2	Fairtrade Fortnight 2011 – Events Plan/Schedule/Events	2 (ALL)
3	Global Academies and research - Update	(KB/KA)
4	FT Questionnaire/Survey - Update	(EB)
5	PPP2011 Student Group Exercise on Fairtrade - Update	(EB/KB)
6	Edinburgh Sustainability Awards (Fairtrade Matters) - Update	(KB/DS)
7	FT Cotton/Garments in EUSA Shop	(EB)
8	Report from Group	3 (DS)

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’)

Fairtrade Steering Group (FSG) – Minutes

Task Group of the Sustainability & Environmental Advisory Group

Twenty Sixth Meeting: Tuesday 9th November – 2-3pm - Cheviot Room, Charles Stewart House

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
Ruth Cape	People and Planet co-Convener	RC
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
Kristofer Keane	Ethics and Environment officer	KK
Angela Lewthwaite	Estates and Buildings Office	AL
Veronica Lopes Da Silva	EUSA – Student Rep	VL
Ian Macaulay	Asst. Director of Accommodation Services, Catering	IM
Liz Rawlings	EUSA President	LR
Emma Saunders	People & Planet	ES
David Somervell	Sustainability Advisor	DS

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Corresponding:	VP Professor Mary Bownes, Professor Pete Higgins; Mr Nigel Paul; Prof Jan Webb; Prof Tim Hayward; Dr Graham Russell; Stewart Russell; Neil Thin; Prof Michael Northcott; Daniel Abrahams; Rev Dr Harriet Harris
Apologies:	Angela Lewthwaite

		Paper
1	<p>Previous minute of meeting held on 28th Sept 2010 - Agreed Matters arising</p> <ul style="list-style-type: none"> • Principals tea party – will take place on the 4th December – need to ensure that the event provides Fairtrade – StH to liaise with EM • Fairtrade Sales – EUSA Boards showing sales – Liaise with IM as to how many FT cups of coffee sold – idea for IM – recommended from the FT Foundation – IM to look into this for the AS cafes. Get a photo with a EUSA poster and FT Board – maybe a picture of a student or EUSA staff member – Ask Anna Borthwick to liaise with EUSA press 	RC (S)
2	<p>Action Plan and Pledges – Volunteers from Group</p> <p>Action Plan signed off and gone through court.</p> <p>Pledges – Looking for volunteers to take forward the pledges;</p> <p>A: Strategic Content:</p> <ol style="list-style-type: none"> 1. KB to take action 2. Davey happy to continue for EUSA 3. Academic engagement – KB 4. Community Engagement – EB 5. Conference – Queen Margaret University – Sandra Grieve contact 6. Political national campaign – KB attending event on 17th Nov 7. FT National Campaign – KB met with Martin Rhodes – if we would like him to speak – happy to. <p>B: Specific University of Edinburgh Fairtrade Policy Goals and Actions</p> <p>1:1 NUSSL – Sam Hansford EUSA (Sam to delegate)</p> <p>1:2 NUS Scotland – DS recommends putting feelers out to Sam Mason – EB to contact Sam Mason – also to provide permanent contact for data on sales of FT products.</p> <p>1:3 APUC – KB already doing this – APUC being politically careful – insist supplier have ethical values. KB to send link to workshop/meeting.</p> <p>1:4 Policy/Action Plan – KB/EB</p> <p>1:5 Fairtrade Network – P&P/KB/EB through city group – P&P provide support for event</p>	ALL

	<p>in Jan and t-shirt design competition. KB/EB ask schools to take interest.</p> <p>1:6 FT Towns – can sign up anytime</p> <p>1:7 Churches – KB meeting with chaplaincy</p> <p>The rest to follow – ask each member of the group to look at pledges and report back to RC</p>	
3	<p>Fairtrade Fortnight 2011 – Draft events plan (for discussion)</p> <p>Group recommends that QMU do conference within the FT fortnight – haven't settled on a date as yet. Schools hoping to set a date – KB/EB will find out at meeting and report back to group – Contact Scottish FT Forum for producer. If we are flexible that's great – we should make sure that we have a presence at the conf – volunteer to run a workshop</p> <p>POSTMEETING NOTE FT Uni Coll CONFERENCE AT QMU on 9th March 2010</p> <p>FT Foundation Theme for 2011 will be cotton – “Show off your label”</p> <p>Don't know as yet if any producers have been booked for the fortnight.</p> <p>Confirmed – Chaplaincy is an evening venue for the FT Fortnight 2011.</p> <p>Event suggestions (BM/ES); Action to add to diary for RC(S) to keep updated</p> <ol style="list-style-type: none"> 1. Chocolate society – choc tasting event- evening – Teviot 2. Hold FT debate with debate society- others speakers to join – P&P slot Monday evening – Teviot 3. “Keep Cup” – free cup of FT coffee throughout the fortnight with the “Keep Cup” – IM to send DG an email re: keep cup in collaboration with EUSA. 4. Promotion in EUSA shop – ad in newspaper – stock FT goods – 2 weeks prior to the fortnight. 5. Flash Mob – 1 FT item of clothing turned inside out to “show off you label” 6. EUSA to stock ‘Harry Hill Fairtrade Nuts’ – see if he is doing promotion – maybe a video message. 7. “Take you teacher to coffee” – to increase interaction between the academic community and encourage FT. 8. FT bunting to go in all AS cafes – to go along with keep cup and free coffee – 5 x inflatable cups – add uni crest to bunting 9. City – holding a breakfast event 10. Alumni – wine tasting event – to approach Scotmid. 11. Balloon Club – get an event organised over fortnight – with fairtrade bunting. <p>The challenge is that we don't have enough of a facility to publicise across staff/students.</p> <p>BM – do we need another larger event? EUSA could provide the graphics for the fortnight – to be ready 1 month in advance</p> <p>Scotmid – having a fairtrade station plan rather than runaround throughout the fortnight – offering freebies for those that need them – just need to take a car to pick up in Jan/Feb</p> <p>Alumni – e-newsletter to go out around 20th Jan – happy to add info regarding events – will need any information by 12th Jan at the latest. Facebook and twitter – if someone from Alumni is at an event – update on twitter. Numbers of subscribers for Facebook: 2175 and Twitter:930 – both are growing rapidly</p>	<p>IM</p> <p>ALL</p> <p>RC(S) to update diary</p>
Matters Arising and Updates (including Plans for FT Fortnight)		
4	<p>Sustainable Edinburgh Website</p> <p>BM happy to gather content regarding Fairtrade for the website. Should represent that we are FT. All links via email should go to the website. It's all good and well getting it started but what happens after the initial setup – who will keep it up-to-date. Approach EUSA to see if they can provide the resources needed.</p>	BM
5	<p>Principal's Tea Party</p> <p>IM will do whatever is needed to supply FT products. Can approach Stuart Maclean to do leaflets but waiting for Sustainability website before printing re images etc to link to SRS.</p>	SH

6	<p>Report and plans for FT fortnight from Accommodation Services – Verbal</p> <p>Update on rice – IM Attended conference at Dynamic Earth – pledged to try to get FT in bulk – to start increasing consumption of Rice. 6 tons at the moment (rice and lentil) – need to get other colleagues in Uni and colleges to join in. Problems with transfer of money to Malawi –money not deposited straight away from UoE – problems getting money to farmers.</p> <p>Have approached Christian Aid trying to get them to meet with Duncan Bannatyne – need to show images of food along with improvement/results in Malawi as part of the campaign. Might be an idea to get this on the conf agenda. IM happy to convene workshop. Students are going to Malawi through EPG – ask them to go and take pictures and visit farms etc....</p>	IM
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UoE - Timetable for Fairtrade Fortnight Events

Week 1 – Accommodation Services – Keep Cup Promo throughout the FT14		
Date	Event	Leading Org
Mon 28 th Feb 2011		
Tues 1 st Mar 2011		
Wed 2 nd Mar 2011	12.30-2pm @ The Chaplaincy Fair-Trade Café -	P&P
Thurs 3 rd Mar 2011	City Event - Café Camino, Pickhardy Place – FT Brunch	City
Fri 4 th Mar 2011		
Sat 5 th Mar 2011	Glasgow FT Experience (Royal Concert Hall)	
Sun 6 th Mar 2011	Glasgow FT Experience (Royal Concert Hall)	
Week 2		
Date	Event	Leading Org
Mon 7 th Mar 2011	Leaving a bitter taste? – Chocolate Society goes Fairtrade (Chaplaincy Auditorium)	P&P/Chocolate Society
Tues 8 th Mar 2011	8 th March – Women’s Day – Erene Khan, New College, Assembly Rooms	
Wed 9 th Mar 2011	12.30-2pm @ The Chaplaincy Fair-Trade Café	P&P
	Fairtrade Conference – QMU (All Day)	QMU
	School Event - 9 th Mar 4pm Stenhouse PSchool	
Thurs 10 th Mar 2011		
Fri 11 th Mar 2011		
Sat 12 th Mar 2011	Fairplay Tournament – 5-a-side football tournament (Meadows)	EUSA
Sun 12 th Mar 2011		