

Fairtrade Steering Group (FSG) – Minute

Task Group of the Sustainability & Environmental Advisory Group

Twenty Seventh Meeting: Tuesday 24th May – 2-3pm - Ochil Room, Charles Stewart House

Members:

Karen Bowman (Convener)	Director of Procurement	KB
Kenneth Amaeshi	Senior Lecturer in Strategy and International Business	KA
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	EUSA Vice-President Services (Designate)	PF
Sam Hansford	EUSA Vice President – Services	SH
Stephannie Hay	Development and Alumni	StH
Rev Harriet Harris	Chaplain	HH
Angela Lewthwaite	Estates and Buildings Office	AL
Veronica Lopes Da Silva	EUSA – Ethics and Environment	VL
Ian Macaulay	Asst. Director of Accommodation Services, Catering	IM
Liz Rawlings	EUSA President	LR
Emma Saunders	People & Planet	ES
Fairtrade café students		FCS
Davie Gray	EUSA- Environmental Officer	DG
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:	In attendance: MSc students from PPP course presenting their research findings and tutor Dr Roger Sidaway.
Apologies:	Kenneth Amaeshi; Anna Borthwick; Rev Harriet Harris

Paper

1	Previous minute of meeting held on 8th Feb 2011 – Agreed as a true record	
2	<p>MSc Presentation – Fairtrade University Engagement</p> <p>MSc Students Ben Williams, Sam Hampshire, Amy Corstine and tutor Roger Sidaway were welcomed. The students presented the outcome and recommendations from their MSc research study that would improve the overall communication of the Fairtrade Initiative across the Student and Staff community.</p> <p>In 2003 the student community voted for the UoE to be the first Uni in Scotland to have the Fairtrade status, which was achieved in 2004. The ‘Edinburgh City Group’ was also looking to make Edinburgh the first Fairtrade City in Scotland.</p> <p>The students were tasked to investigate the barriers to Fairtrade within the University and bring back suggestions for how best to deal with the issue of Fairtrade and ensure Staff and Students are aware of how the University is involved in Fairtrade.</p> <p>Three barriers were identified and suggestions made to the University – all details can be found in the report enclosed. The PPP project highlighted that it was important to change barriers into opportunities and hoped that the suggestions made will be implemented in some form.</p> <p>Are there any specific recommendations that we could write into the role of FSG?</p> <ul style="list-style-type: none"> • Add a FT related questions to the Staff and Student Survey – the data is required as a benchmark to judge whether the UoE have 50% FT products in offices. • Use staff induction process to promote FT – this is a missed opportunity. <p>PPP students were happy for the University to publish their report on the FT website.</p> <p>Recommendations for EUSA</p> <ul style="list-style-type: none"> • Refresher week for students later on in the year and reiterate the FT message to the students. • FT Liaison Officer could be introduced at EUSA to encourage continuity. • For those that are interested in development issues, an internship could be created to learn about the inner workings of FT at the University - Approach Mary Weather-Wilson with regards to Environment and Development and try to engage the internship. Also approach ‘Just World’ institute. 	

3	<p>Fairtrade Academic Network</p> <p>The network has now begun in conjunction with corporate SRS with a smaller group looking at FT - leadership coming from K Amaeshi and T Hayward on academic staff.</p>	
4	<p>Reports – Events at the UoE during FT14</p> <p>FT14 was a success with many events being held at the university, in particular at the Chaplaincy.</p> <p>Dorothy Cunningham is looking for more publicity/info/photos from the events at the FT14 to mount on the web.</p>	ALL
5	<p>UoE FT Website – demo and Feedback</p> <p>Dorothy Cunningham to present the current Fairtrade website and action any feedback with regards to changes to the content.</p> <p>The FT website is now active</p> <p>The group noted (as suggested in the MSc findings) that there is a lack of knowledge throughout the community with regards to the University’s Fairtrade status – the website will aid as a tool to get the message out to staff/students but there needs to be more publicity as a whole. It was suggested that the link to the FT website through the procurement department may not be the most logical way to get to the website and might need further links from other areas. Suggested that the FT website is also linked from the OurED homepage.</p> <p>The group noted the need for more information on the website to keep it live – request that the group provide information for Dorothy Cunningham via FSG secretary or direct to ensure that the website is kept up-to-date. Email is Dorothy.Cunningham@ed.ac.uk</p>	ALL
6	<p>FT Statistics</p> <p>EB looking for information from EUSA – SH to action and pass on details to the relevant person.</p>	SH
7	<p>AoB and Date of next meeting</p> <ul style="list-style-type: none"> • EUSA – FT logo will feature on all cups/mugs/menu’s etc..... – will be a great opportunity to promote FT at Teviot. There is still an issue with continuity between sabbaticals – who can we contact – in terms of the VPS – hope to get more in the way of engagement with the group. The best people to approach would be Davy Gray/Paul Vincenti/Nick Robertson/Chris Shrive • Sustainability Awards – A debrief paper will feature at the June meeting of SEAG. • Edinburgh City Event and CAM – joint event with the University – worth pursuing but need to set parameter and responsibility from the start. Need a specific event in mind before approaching the City. The venue is to be neutral – to ensure the message of a joint event is clear – more of a town and gown event. • Date of next meeting – to carry on with Tuesday afternoons. Tuesday 16th Aug – Ochil Room • Action – circulate PPP report to group • Post meeting note – the omnibus survey of staff students cancelled by CAM/EUSA 	

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’)