

# Fairtrade Steering Group (FSG) – Agenda

## Task Group of the Sustainability & Environmental Advisory Group

**Twenty Seventh Meeting: Tuesday 24<sup>th</sup> May – 2-3pm - Ochil 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	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); [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; Prof Tim Hayward; Dr Graham Russell; Stewart Russell; Neil Thin; Prof Michael Northcott; Daniel Abrahams; Rev Dr Harriet Harris
<b>Welcome:</b>	In attendance: MSc students from PPP course presenting their research findings and tutor Dr Roger Sidaway.

		<b>Paper</b>
<b>1</b>	<b>Previous minute of meeting held on 8<sup>th</sup> Feb 2011</b>	<b>1</b>
<b>2</b>	<b>MSc Presentation – Fairtrade University Engagement</b>	Presentation And Discussion
<b>3</b>	<b>Fairtrade Academic Network</b>	(verbal) KA
<b>4</b>	<b>Reports – Events at the UoE during FT14</b>	
<b>5</b>	<b>UoE FT Website – demo and Feedback</b>	Presentation
<b>6</b>	<b>FT Statistics</b>	
<b>7</b>	<b>AoB and Date of next meeting</b>	

### 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) – Note of the Meeting

## Task Group of the Sustainability & Environmental Advisory Group

Twenty Seventh Meeting: Tuesday 8<sup>th</sup> February 2011 – 2-3pm - Ochil Room, Charles Stewart House

### Members:

Kenneth Amaeshi	Senior Lecturer in Strategy and International Business	KA
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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

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<b>Corresponding:</b>	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
<b>Welcome:</b>	Kenneth Amaeshi

		<b>Action</b>
<b>1</b>	Welcome – 3 students from the PPP Project – to observe a FSG Meeting.  Minutes from the last meeting on 25 <sup>th</sup> January - <b>Agreed</b>	
<b>2</b>	<b>Fairtrade Website</b> Confirmation – the website url has been confirmed – <a href="http://www.ed.ac.uk/fairtrade">www.ed.ac.uk/fairtrade</a> Can now be used for future publicity for events and policy change etc...	
<b>3</b>	ES – hasn't been in contact with regards to getting P&P a stall at the schools event – ES to follow up	ES
<b>4</b>	<p><b>Update from Ben Miller – FT14</b></p> <ul style="list-style-type: none"> <li>P&amp;P and Choc Society debate event – confirmed that a producer (Ft Nut Producer) can come along to this event.</li> <li>EUSA Graphic Designer to take content of the timetable and create a poster and pop-up design. Need to have the design ready well in advance of the FT14. KB/Printing Services agreed to foot the bill for the printing. Final posters need to be complete at least 2 weeks before the FT14. 200 x copies of A3/A4 to be distributed across the estate via IM (Accommodation Services Cafes) and EUSA.</li> <li>Chaplaincy has bunting ordered – change the wording on the Fairtrade Café event to ensure that we play up the idea of the world record attempt and a chance for people to get involved.</li> <li>Take Tutor to Tea/Coffee (Thank you Thursday) – to be held at the Chaplaincy- ES to send final details through to BM. Get free samples of tea from Café direct – ES to organise. KB to approach Kim Waldron so that the tutors are away of this event and it being part of the FT14.</li> <li>IM to send details of events for the FT14 to BM.</li> </ul> <hr/> <ul style="list-style-type: none"> <li>Pop up poster to go to each of the events. EUSA graphics dept to also look at the popup and design in line with the poster – needs to be done in a timely fashion.</li> <li>Choc Society Event – don't have to be a member of the society – anyone can go along.</li> <li>Fairplay Tournament – Dan Abrahams organising.</li> </ul>	<p style="text-align: center;">EUSA</p> <p style="text-align: center;">ES KB</p> <p style="text-align: center;">IM</p> <p style="text-align: center;">SH/EUSA</p> <p style="text-align: center;">DA</p>
<b>5</b>	<b>QMU Conference 2011</b>	

	<ul style="list-style-type: none"> <li>• The conference is due to start with 9:30.</li> <li>• Malawi Macadamia Nut producer to talk after lunch</li> <li>• KB has offered to take part in workshops on the day.</li> <li>• IM unable to attend - a representative of Strathclyde University's catering managers will be present to help.</li> <li>• Alumni are more than welcome to attend.</li> <li>• Nicola Jamieson – SFF will be sending out publicity nearer the time which will be circulated to group – encourage group to pass on. IM to encourage APUC/TUCO to pop on their websites to encourage members to go.</li> <li>• There isn't a lot of academic discussion at the conference but need to encourage academics to come along to the event and support the issues</li> <li>• Transport – KB/EB to buy and provide bus tickets for students who would like to go to the conference. Students together outside Teviot at 9am on the day and Ben Miller will hand out tickets. Will leave some tickets at the Teviot reception.</li> <li>• Photograph</li> </ul>	KB/EB/BM
<b>6</b>	<p><b>Any other events</b></p> <ul style="list-style-type: none"> <li>• Café Direct Event – joint promotion with Comic Relief. Ben to distribute posters. KB to take to city event to distribute.</li> <li>• Fairtrade website will be up and running before the FT14 so will be able to advertise events there. Hope to have a link to the EUSA website but there isn't much detail with regards to Fairtrade.</li> <li>• Stephannie to provide Dorothy with pictures from the Principals tea party for website.</li> <li>• Alumni can publicise events in FT14 on twitter.</li> </ul>	KB/BM  SH
<b>7</b>	<p><b>Any other business</b></p> <p>PPP students have come to observe the group – any comments. Are there any events at Easterbush? Might be an idea to have events out at the Bush – however it is hard to have events outwith the Central Area.</p>	

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