

The University of Edinburgh

Fairtrade Steering Group (FSG) –Minute

Task Group of the Sustainability & Environmental Advisory Group

Twenty Eighth Meeting: Tuesday 27th September – 2-3pm Ochil Room, Charles Stewart House

Members:

Karen Bowman, Convener	Director of Procurement	KB
Dr Kenneth Amaeshi	Senior Lecturer , Business School, CR & Governance Network	KA
Evelyn Bain	Procurement Manager	EB
John Blair-Fish	IT Unix Systems, Information Services	JBF
Soundous Boualam	Ethics & Environment Officer - CoM soundousboualam@yahoo.fr	SB
Rachel Clough (Secretary)	Estates and Buildings	RC(S)
Eleanor Cowie	Press and PR Officer, Communications and Marketing	EC
Philippa Faulkner	EUSA Vice-President Services	PF
Davy Gray	EUSA Environmental Coordinator	DG
Rev Harriet Harris	University Chaplain	HH
Stephannie Hay	Development and Alumni	SH
Prof Tim Hayward	Director of the Just World Institute, SSPS, CHSS	TH
Angela Lewthwaite	Estates and Buildings	AL
Ian Macaulay	Asst. Director of Accommodation Services, Catering	IM
Matt McPherson	EUSA President	LR
Neus Rodeta	People & Planet	NR
Ebony Ruggero	Ethics and Environment Officer – SRC ebonygr@hotmail.com	ER
Emma Saunders	People & Planet	ES
David Somervell	Sustainability Advisor	DS

www.seagfsg.estates.ed.ac.uk www.fairtrade.org.uk www.fairtrade.org.uk/resources/downloadable_resources.aspx

Corresponding:	Daniel Abrahams; VP Prof Mary Bownes; Prof Pete Higgins; Prof Michael Northcott; Mr Nigel Paul; Prof Jan Webb
Welcome:	Minute Secretary this meeting: Jane Rooney
Apologies and / or unable to attend:	John Blair-Fish; Soundous Boualam; Rachel Clough; Eleanor Cowie nominated by CAM since meeting; Davy Gray, Harriet Harris; Prof Tim Hayward; Philippa Faulkner; Matthew McPherson, Neus Rodeta; Ebony Ruggero.
1	Previous minute of meeting held on 24th May 2011 – Agreed as a true record. Action
2	<p>Governance of SRS at UoE [Paper 2]- SEAG ETG update on how FSG fits in was noted: Group noted Director of Corporate Services’s comment which demonstrates the importance the University attaches to SRS, including the work that FSG oversees, in showing the University to be doing good with public money.</p> <p>Group noted the extent to which the University relies on the enthusiasm, energy and ideas of students to keep the initiative fresh. Following on from the Participation in Policy and Planning MSc study ‘Fairtrade University Engagement’ the group noted the challenge of involving not just the EUSA committee but engaging with the wider student body.</p> <p>Group invited EUSA to consider how best to promotes its Fairtrade Policy as this does not currently appear on the EUSA website.</p> <p>Group noted the need to engage with the Sports Union separately as an independent entity.</p> <p>FSG recommended that the President of EUSA should be a standing member, as was the case until it passed to VP Services 2 years ago. Group noted that student volunteers attending also need to be people who could get things done.</p> <p>FSG recommended that EUSA demonstrate their commitment by guaranteeing a staff member and a sabbatical presence at the meeting.</p>

PF/DG
KB/DS
EUSA
EUSA

	<p>Group recommended during the current shake up of the EUSA constitution, consideration be given for a fair trade officer in EUSA.</p> <p>Group noted that the Switch & Save Campaign came out of SEAG Ops, though it is funded from the energy budget. Group noted that without a budget, FSG initiatives are reliant on volunteer involvement. Group noted that, if necessary, a business case could be built for a budget and the volunteer position formalised.</p> <p>Action Points-</p> <ul style="list-style-type: none"> • KB/RC to identify and develop the role for students as part of the group. <p>KB to take up concerns about student engagement, contacting EUSA President / Chief Executive regarding intermittent attendance and also raising the issue at SEAG.</p>	<p>EUSA</p> <p>KB/RC</p> <p>KB</p>
3	<p>Fair Trade Academic Network - update</p> <p>FSG noted that the network had now been formally agreed by SEAG, with the aim to support this aspect of promoting social responsibility, in both teaching and research. FSG welcomed Prof Tim Hayward as FTAN lead.</p> <p>Group noted that Learning for Change group should connect with and advise the Fair Trade Academic Network.</p> <p>Group noted that Nick Oliver HoS, had put sustainability as a key driver for the Business School for the next few years and was keen to be involved. A fair trade / sustainability aspect would help the Business School leverage the UoE brand.</p> <p>Group noted that V-P Mary Bownes wrote in August to all Heads of School / School Administrators in a letter inviting their response on their activities relating to sustainability. www.seag.estates.ed.ac.uk/docs/open/SRS-Report-Request-Aug2011.doc</p> <p>Key challenges-</p> <ul style="list-style-type: none"> • Problem of defining sustainability and sustainable business. • Insufficient connection yet between SEAG policy and what happens day to day in the Schools. SEAG needs to engage with Heads of School / School Administrators to make clear what the strategy means for them as it is not always obvious what University expects of them in relation to this policy. • Difficult to get engagement in an ongoing initiative - seems like business as usual. • There is a fair trade core to Just World - how to leverage this across the departments. <p>Action Points-</p> <ul style="list-style-type: none"> • KB to take up with HR how much support Heads of School get with understanding University policies. • DS to assist KA with his presentation to the Business School on what we mean by sustainability. • KB to contact Heads of School to ask what they know about fair trade and find out if they are they willing to demonstrate their commitment, after discussion with convenor SEAG-ETG. 	<p>DS/KB</p> <p>Action through SEAG-ETG</p> <p>FTAN</p> <p>KB</p> <p>DS</p> <p>KB</p>
4	<p>Group noted a volunteer opportunity for a student helping teams submit log book criteria for the Edinburgh Sustainability Awards.. Action on EUSA who run the Awards</p> <p>FSG noted that individual staff could buy coffee through Edinburgh University Co-operative Society (euics@googlegroups.com), though only when buying for oneself personally and not for the department. FSG noted that this could be promoted to the departments helping them achieve Silver in the Edinburgh Sustainability Awards.</p> <p>FSG noted that the TEU food group Veg Bag initiative had been taken up by students and that veg bags were still being supplied at KB and at the Main Library using a farm 15 miles away which also runs a veg box scheme for private individuals. FSG agreed that this offered a beneficial public presence and a positive way to engage students.</p>	<p>DG/DS</p>

	<p>Key challenges:-</p> <ul style="list-style-type: none"> • Difficulty of directing coffee brands purchased by individuals with own money. • Accommodation Services catering unable to assist with personal coffee supply as they do not buy in retail sizes. • IM advised the difficulty to obtain from commercial suppliers a supply stock that meets sustainability and fair trade requirements until spend with other more local or sustainable suppliers had reached a high enough level to persuade them to stock the goods. • Concern that too many of the initiatives around the student food hub are not yet linking up. • With no stable base, the veg bag initiative is relying on students to carry cash boxes and store all paperwork personally. IM suggested that the farm be asked to take on the admin in exchange for the guarantee of future business as it is a service offered by some. <p>Action points:-</p> <ul style="list-style-type: none"> • RC to write up mini job specifications, outlining what the group would expect the volunteer(s) to do and what skills it would expect them to bring to the role. • EB to follow up with EUSA to see if EUSA shops could supply staff with coffee which meets sustainability and fair trade requirements and agree how to publicise this e.g. Staff Bulletin. • ES to inform the group when The Hearty Squirrel Co-operative and the Fair Trade Café are ready to be publicized e.g. via EUSA. 	<p>DS</p> <p>ES</p> <p>RC</p> <p>EB</p> <p>ES</p>
5	FT Fortnight 2012 – As no plans were in place as yet, this item was deferred and colleagues were invited to bring ideas for Events 27 Feb to 11 March 2012 to next meeting.	ALL
6	<p>Special event / Our Changing World / Global Challenges and associated events – www.ocw.ed.ac.uk www.ed.ac.uk/about/sustainability/events/global-challenges</p> <ul style="list-style-type: none"> • Our Changing World - tickets for all lectures bookable online, including KA's lecture 'Sustainable Business in Emerging Markets' on 25th October. • Global Challenges -. Group to promote attendance at this series of events, talks and visits, particularly the panel discussion and seminar 'Global Challenges: Free Trade or Fair Trade?' on 2nd November. Group were encouraged to attend. 	ALL
7	<p>Achievements: Request for material for bi-annual Report to Fairtrade Foundation – see last one www.seag.estates.ed.ac.uk/docs/open/Paper4FairTradePolicyRevised.pdf</p> <p>FSG noted the difficulty of getting information on events after the fact. KB noted that a poster listing events during the fortnight was available but we don't know if they actually went ahead or how many people attended.</p> <p>FSG noted intention this year to gather information right after Fairtrade Fortnight before the sabbaticals leave (and maybe use the volunteers?).</p> <p>Action Points-</p> <ul style="list-style-type: none"> • EB to separate out into 2 documents, 2011 and 2012, to demonstrate progress. • ES to send EB details of any fair trade events or activities (football tournament, café, list of talks in schools etc.) along with rough dates so that EB can conclude 2011 document. 	<p>EB</p> <p>ES</p>
8	AoB Revised date and time for Fairtrade Steering Group meetings in the future. Action - RC to co-ordinate availability for a new meeting time.	RC

Note:

Fairtrade Foundation has guided on 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").