

**The University of Edinburgh**  
**Fairtrade Steering Group (FSG)**

**30th Meeting: 15:30 - 17:00 Thur 26<sup>th</sup> Jan 2012, Ochil Room, Charles Stewart House**  
**9-16 Chambers St**

**Members:**

Karen Bowman	Director of Procurement (Convener)	KB
Dr Kenneth Amaeshi	Snr Lecturer, Corporate Responsibility & Governance Network	KA
Evelyn Bain	Procurement Manager	EB
Eleanor Cowie	Press and PR Officer, Communications and Marketing	EC
Philippa Faulkner	EUSA Vice-President Services	PF
Davy Gray	EUSA Environmental Officer	DG
Stephannie Hay	Development and Alumni	StH
Prof Tim Hayward	Director of the Just World Institute, SSPS, CHSS	TH
Angela Lewthwaite	Estates and Buildings Office	AL
Ian Macaulay	Asst. Director of Accommodation Services, Catering	IM
Rev Ali Newell	Associate Chaplain	AN
Jane Rooney	Estates and Buildings (Secretary)	JR
Emma Saunders	People & Planet	ES
David Somervell	Sustainability Adviser	DS
Co-conveners of Fairtrade Café students	Edinburgh University People and Planet Society	FCS

**University Fair Trade Website is now at** <http://www.ed.ac.uk/fairtrade>

**Minutes and Papers of FSG can be found at** <http://www.seagfsg.estates.ed.ac.uk>

Fairtrade Foundation [www.fairtrade.org.uk](http://www.fairtrade.org.uk) / [www.fairtrade.org.uk/resources/downloadable\\_resources.aspx](http://www.fairtrade.org.uk/resources/downloadable_resources.aspx);

<b>Corresponding:</b>	Dan Abrahams; VP Professor Mary Bownes, Professor Pete Higgins; Matthew McPherson, EUSA President; Prof Michael Northcott; Mr Nigel Paul; Dr Neil Thin; Prof Jan Webb.
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**Agenda**

<b>1</b>	<b>Previous minute of meeting</b> held on 27 <sup>th</sup> September 2011	<b>Paper 1</b>
<b>2</b>	<b>FT Fortnight 2012</b> – Please come with ideas for Events in 27 Feb to 11 March 2012. <b>Forthcoming Events:</b> Lord Provost's Fair Trade Awards 2012 8 <sup>th</sup> March 09:00 - 11:30, Café Camino, all invited. Drummond Community High School 'Fairtrade Brunch', 29 <sup>th</sup> February, to participate contact EB. Marketing materials - full template available from Fairtrade Foundation website <a href="http://www.fairtrade.org.uk/resources/downloadable_resources.aspx">http://www.fairtrade.org.uk/resources/downloadable_resources.aspx</a>	<b>Paper 2</b>
<b>3</b>	<b>Priorities arising from Ideas Workshop</b> <ul style="list-style-type: none"> <li>• <b>Academic Network</b> - HR and Heads of School policy awareness.</li> <li>• <b>Wider Political</b> - Sustainable Procurement Bill.</li> <li>• <b>Engagement</b> - More support from SEAG to feed up concerns from Fairtrade Steering Group. EUSA Chief Exec. commitment to supporting Fair Trade. Involve Sports Union in FSG.</li> </ul>	<b>Paper 3</b>
<b>4</b>	<b>Fairtrade Academic Network</b> - update	<b>(Verbal)</b>
<b>5</b>	<b>Student Volunteers</b> - discussion	<b>(Verbal)</b>
<b>6</b>	<b>AoB</b>	

**Note:** The Fairtrade Foundation has advised 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")

The University of Edinburgh

Fairtrade Steering Group (FSG) –Minute

Task Group of the Sustainability & Environmental Advisory Group

Twenty Eighth Meeting: Tuesday 27<sup>th</sup> 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 <a href="mailto:soundousboualam@yahoo.fr">soundousboualam@yahoo.fr</a>	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 <a href="mailto:ebonyqr@hotmail.com">ebonyqr@hotmail.com</a>	ER
Emma Saunders	People & Planet	ES
David Somervell	Sustainability Advisor	DS

[www.seagfsq.estates.ed.ac.uk](http://www.seagfsq.estates.ed.ac.uk) [www.fairtrade.org.uk](http://www.fairtrade.org.uk) [www.fairtrade.org.uk/resources/downloadable\\_resources.aspx](http://www.fairtrade.org.uk/resources/downloadable_resources.aspx)

<b>Corresponding:</b>	Daniel Abrahams; VP Prof Mary Bownes; Prof Pete Higgins; Prof Michael Northcott; Mr Nigel Paul; Prof Jan Webb	
<b>Welcome:</b>	Minute Secretary this meeting: Jane Rooney	
<b>Apologies and / or unable to attend:</b>	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.	
<b>1</b>	<b>Previous minute of meeting held on 24th May 2011 – Agreed as a true record.</b>	<b>Action</b>
<b>2</b>	<p><b>Governance of SRS at UoE [Paper 2]-</b> SEAG ETG update on how FSG fits in was <b>noted</b>: Group <b>noted</b> 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 <b>noted</b> 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 <b>noted</b> the challenge of involving not just the EUSA committee but engaging with the wider student body.</p> <p>Group <b>invited</b> EUSA to consider how best to promotes its Fairtrade Policy as this does not currently appear on the EUSA website.</p> <p>Group <b>noted</b> the need to engage with the Sports Union separately as an independent entity.</p> <p>FSG <b>recommended</b> that the President of EUSA should be a standing member, as was the case until it passed to VP Services 2 years ago. Group <b>noted</b> that student volunteers attending also need to be people who could get things done.</p> <p>FSG <b>recommended</b> that EUSA demonstrate their commitment by guaranteeing a staff member and a sabbatical presence at the meeting.</p>	<p>PF/DG</p> <p>KB/DS</p> <p>EUSA</p> <p>EUSA</p>

	<p>Group <b>recommended</b> during the current shake up of the EUSA constitution, consideration be given for a fair trade officer in EUSA.</p> <p>Group <b>noted</b> that the Switch &amp; Save Campaign came out of SEAG Ops, though it is funded from the energy budget. Group <b>noted</b> that without a budget, FSG initiatives are reliant on volunteer involvement. Group <b>noted</b> that, if necessary, a business case could be built for a budget and the volunteer position formalised.</p> <p><b>Action Points-</b></p> <ul style="list-style-type: none"> <li>• KB/RC to identify and develop the role for students as part of the group.</li> </ul> <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>
<p><b>3</b></p>	<p><b>Fair Trade Academic Network - update</b></p> <p>FSG <b>noted</b> 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 <b>noted</b> that Learning for Change group should connect with and advise the Fair Trade Academic Network.</p> <p>Group <b>noted</b> 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 <b>noted</b> 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. <a href="http://www.seag.estates.ed.ac.uk/docs/open/SRS-Report-Request-Aug2011.doc">www.seag.estates.ed.ac.uk/docs/open/SRS-Report-Request-Aug2011.doc</a></p> <p><b>Key challenges-</b></p> <ul style="list-style-type: none"> <li>• Problem of defining sustainability and sustainable business.</li> <li>• 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.</li> <li>• Difficult to get engagement in an ongoing initiative - seems like business as usual.</li> <li>• There is a fair trade core to Just World - how to leverage this across the departments.</li> </ul> <p><b>Action Points-</b></p> <ul style="list-style-type: none"> <li>• KB to take up with HR how much support Heads of School get with understanding University policies.</li> <li>• DS to assist KA with his presentation to the Business School on what we mean by sustainability.</li> <li>• 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.</li> </ul>	<p>DS/KB</p> <p>Action through SEAG-ETG</p> <p>FTAN</p> <p>KB</p> <p>DS</p> <p>KB</p>
<p><b>4</b></p>	<p>Group <b>noted</b> 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 <b>noted</b> that individual staff could buy coffee through Edinburgh University Co-operative Society (<a href="mailto:eucs@googlegroups.com">eucs@googlegroups.com</a>), though only when buying for oneself personally and not for the department. FSG <b>noted</b> that this could be promoted to the departments helping them achieve Silver in the Edinburgh Sustainability Awards.</p> <p>FSG <b>noted</b> 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 <b>agreed</b> that this offered a beneficial public presence and a positive way to engage students.</p>	<p>DG/DS</p>

	<p><b>Key challenges:-</b></p> <ul style="list-style-type: none"> <li>• Difficulty of directing coffee brands purchased by individuals with own money.</li> <li>• Accommodation Services catering unable to assist with personal coffee supply as they do not buy in retail sizes.</li> <li>• 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.</li> <li>• Concern that too many of the initiatives around the student food hub are not yet linking up.</li> <li>• 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.</li> </ul> <p><b>Action points:-</b></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> <li>• 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.</li> </ul>	DS ES RC EB ES
5	<b>FT Fortnight 2012</b> – 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><b>Special event / Our Changing World / Global Challenges</b> and associated events – <a href="http://www.ocw.ed.ac.uk">www.ocw.ed.ac.uk</a> <a href="http://www.ed.ac.uk/about/sustainability/events/global-challenges">www.ed.ac.uk/about/sustainability/events/global-challenges</a></p> <ul style="list-style-type: none"> <li>• <b>Our Changing World</b> - tickets for all lectures bookable online, including KA's lecture 'Sustainable Business in Emerging Markets' on 25<sup>th</sup> October.</li> <li>• <b>Global Challenges</b> -. Group to promote attendance at this series of events, talks and visits, particularly the panel discussion and seminar 'Global Challenges: <b>Free Trade or Fair Trade?</b>' on 2<sup>nd</sup> November. Group were encouraged to attend.</li> </ul>	ALL
7	<p><b>Achievements:</b> Request for material for bi-annual Report to Fairtrade Foundation – see last one <a href="http://www.seag.estates.ed.ac.uk/docs/open/Paper4FairTradePolicyRevised.pdf">www.seag.estates.ed.ac.uk/docs/open/Paper4FairTradePolicyRevised.pdf</a></p> <p>FSG <b>noted</b> 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 <b>noted</b> intention this year to gather information right after Fairtrade Fortnight before the sabbaticals leave (and maybe use the volunteers?).</p> <p><b>Action Points-</b></p> <ul style="list-style-type: none"> <li>• EB to separate out into 2 documents, 2011 and 2012, to demonstrate progress.</li> <li>• 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.</li> </ul>	EB ES
8	<b>AoB</b> Revised date and time for Fairtrade Steering Group meetings in the future. <b>Action</b> - RC to co-ordinate availability for a new meeting time.	RC

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The University of Edinburgh

Fairtrade Steering Group (FSG)

Task Group of the Sustainability & Environmental Advisory Group

Thirtieth Meeting: Thursday 26<sup>th</sup> January 2012 – 3.30-5pm - Ochil Room, Charles Stewart House

### Forthcoming Events

#### 1. Lord Provost's Fair Trade Awards 2012

All members of the Group are invited to attend the event on 8th March 09:00 - 11:30, at the *Café Camino, St Mary's Parish Centre, 1 Little King Street, Edinburgh, EH1 3JR.*

The Lord Provost's Fair Trade Awards 2012 - Take a step to Fair Trade



### Lord Provost launches Fair Trade Awards 2012

The Lord Provost is calling on Edinburgh citizens to nominate the most deserving fair trade individuals, business and schools in the Fair Trade Awards 2012.

Residents are being encouraged to put forward their nominations before the closing date of 23 January 2012, in the following categories: Best Fair Trade Achievement; Best Fair Trade Newcomer; Best Fair Trade School and Best Fair Trade Faith Community.

Judging will take place in February and may involve visits to nominated groups. The awards will be announced during Fairtrade Fortnight from 27 February to 11 March 2012.

Lord Provost, George Grubb, said: "I am very proud of Edinburgh's long-standing commitment to fair trade and these awards provide us with an excellent opportunity to

praise the generous contribution individuals and businesses are making to fair trade throughout the city."

The capital has seen its fair trade status renewed for the eighth year in a row. The Edinburgh Lord Provost awards were launched in 2006 to promote and publicise Fair Trade across the city. And ten schools currently have Fairtrade status and 35 more are registered with Fairtrade.

To nominate you can visit the [Fair Trade Awards](#) and complete an online nomination form, or email nominations to [fairtrade@edinburgh.gov.uk](mailto:fairtrade@edinburgh.gov.uk) with Fair Trade Awards clearly stated in the subject line, or send to Fair Trade Awards 2012, Level 2.1 Waverley Court, 4 East Market Street, Edinburgh EH8 8BG to arrive by 12.00 noon on Friday 20 January 2012.

## 2. Drummond High School's 'Fairtrade Brunch'

**If you are interested in participating in this Schools event on 29th February at Drummond Community High School, 41 Bellevue Place, Edinburgh EH7 4BS please contact Evelyn Bain.**

## Fairtrade Steering Group Workshop Session 24/11/11

### Highlighting Shared Priorities

#### **ACADEMIC NETWORK**

- Fairtrade Academic Network and “Learning for Change”- links.
- Leveraging Fairtrade Academic Network - cross-discipline.
- HR and Heads of School - policy awareness.
- Global Challenges debate - where next?
- Business School - engagement in fair trade topics.
- F/T status. Better network for information. Students to be more involved.
- Wider F.T. definitions.

#### **FAIRTRADE SALES**

- Fair Trade café? Links to policy. Volunteers.
- Veg Bag team and fair trade?
- EUSA shops - publicity for staff to buy FT for self.
- “Coffee club” easy ways to buy fair trade coffee/tea - new blue card?
- Events - reports/photos. FT sales - statistics. Essential for FTF status.
- Sales. Olive oil. Dates. FT bonus pts?

#### **WIDER POLITICAL**

- SFTF and cross party (parliament) - influencing?
- Sustainable Procurement Bill.
- Fair Trade Edinburgh. Links to schools. Links to colleges/Unis. Local shops/business.
- Fairtrade Fortnight. Lord Provost Awards. Events. Who leads?
- WRC  
ETI            and fairer trade.  
ILO
- Take a step... /General Debate discussing political progress /appetite for Fair Trade.
- EV Policy.
- Lobbying Universities across Scotland to all collectively join WRC.

#### **ENGAGEMENT**

- EUSA CE commitment to supporting Fair Trade.
- ESA - fair trade element. Is it enough?
- EUSA staff Member - on FSG.
- Sports Union involve in FSG.
- EUSA President - standing member.
- EUSA Fair Trade Policy. Publicity on website.
- Convenor SEAG-ETG. -How to engage schools. -How to motivate HOSs.

- SEAG-ETG - Role in supporting Fair Trade Policy engagements.
- Idea of a fair trade morning like the travel one held in Charles Stewart House for staff.
- Alum MyEd portal having a revamp - could advertise events and perhaps put up articles when appropriate.
- Article in Edit? Next one would be May, would a write up about FT activities from the fortnight work?
- Engagement... More talks - lunchtime... "fair-trade bites"? 10 minute talks for staff and students.
- Small movies made by students.
- More support from SEAG to feed up concerns from Fairtrade Steering Group e.g. getting Heads of School & Administrators as much involved in FT as other sustainable messages.
- Challenge unequal focus on promotion of Switch and Save versus fair-trade - budget?
- If not senior buy in at very top of University to do specific surveys & how marketed on website will never get engagement.
- Alumni questionnaire to get statistics for alumni awareness & participation.
- Alumni office can advertise all events to alumni, we would make decisions on each individual event.
- Engagement. Get people involved staff & students. Training!! About FT.

#### **'TAKE A STEP'**

- Students Volunteers - who supervises.
- Event "work with Nestlé with a large promotion". -Take a break & make a change. Handed out on F/T fortnight.
- Take a step... Wide distribution of Action Guides.
- Engagement. FT fortnight can we get a number of volunteers to help out in workshops and presentations in school around FT.
- EUSA to take a new position on Nestlé & Kit Kats.
- Debates about fair-trade vs. rainforest alliance
- March for fair-trade
- Take a Step. Encourage all staff to consider purchasing FT products during FT fortnight and beyond.

#### **EVENTS**

- Events. Meet the staff. (Innovative week program work it into FT). -What does FT mean to you? Pictures, drawings, little answers.
- Fair trade market for all members of the University especially at Christmas.
- Bursary. Receptions for donors + students - try for Fairtrade following on from success of Principal's Tea Party event.
- Arrange more grower visits in combination with debates led through academic network.
- Events. Further debates available. Collaborate more. Consider FT suppliers holding events.
- FSG - meetings - actions plans - virtual?
- Salsa 4 water / Fiesta Latina