

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

31st Meeting: 10:00 - 11:30 Thur 9th Feb 2012, Elder Room, Old College

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 / www.fairtrade.org.uk/resources/downloadable_resources.aspx;

Corresponding:	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

1	Previous minute of meeting held on 26 th January 2012	Paper 1
2	FT Fortnight 2012 – Take A Step for Fair Trade in 2012 - 27 Feb - 11Mar http://www.fairtrade.org.uk/get_involved/campaigns/take_a_step_in_2012.aspx <ul style="list-style-type: none"> • Planning for VIP visit (Cabinet Secretary, Fiona Hyslop MSP) 7th March 10am - Morag Eadie in attendance for this item only 	(Verbal)
3	Update of FT14 Events Diary - confirmed events and actions for event leaders. Marketing materials - full template available from Fairtrade Foundation website http://www.fairtrade.org.uk/resources/downloadable_resources.aspx	Paper 2
4	Fairtrade Volunteers - needed for events (or otherwise) for FT14?	(Verbal)
5	AOB relating to FT14	(Verbal)
6	Priorities and meetings for rest of 2012	(Verbal)

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’)

Fairtrade Steering Group (FSG) –Minute

Task Group of the Sustainability & Environmental Advisory Group

30th Meeting: 15:30 - 17:00 Thur 26th 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
Stephanie 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	Edinburgh University People and Planet Society	
Fairtrade Café students		FCS

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:	Emmeline Hoogland	
Apologies	Dr Kenneth Amaeshi, Prof Tim Hayward, Ian Macaulay	
1	Previous minute of meeting held on 27 th September 2011– Agreed as a true record. Agreed to email secretary to follow up on actions from previous minute.	Action ALL
2	<p>FT Fortnight 2012</p> <p>Noted that <u>AS outlets</u> will be clearly branded with FT Foundation marketing materials during FT14.</p> <p>Noted that members attending <u>Edinburgh Schools' Fair Trade Event</u> on 29 Feb should try to arrive before the 4pm start time to assist with set up. The producer attending had not yet been firmed up. Details would be confirmed by the City of Edinburgh group at their final meeting before FT14 which would be held at City Chambers in w/c 30th Jan. Noted that Convener had discussed the arrangements for a P&P stall / shout out space with the City Council group. When scheduling events members should ensure they avoid clashing with the City of Edinburgh events already in place.</p> <p>Action Points-</p> <ul style="list-style-type: none"> • Members to contact Secretary by 3rd Feb to order Cafédirect sample cards. Noted no other supplier offers as yet. • Members to contact EB if they plan to attend Schools Event. • EB to act as liaison between schools and P&P. <p>ES noted that <u>Fairtrade Brunch / Lord Provost's Awards event</u> on 8 March coincides with International Women's Day. Noted that representatives from the FT café, who won the</p>	<p>EB/ES</p> <p>ALL ALL EB</p>

<p>award last year, should be invited to attend.</p>	<p>EB/ES</p>
<p>VIP Visit 7th March 10-11.30am : Group discussed potential venues for the <u>‘Scotland - Fair Trade Nation’ keynote speech by Cabinet Secretary + Nicaraguan coffee producer talk</u>, including the Chaplaincy auditorium, Teviot, the Informatics Forum and the Business School. Noted that the venue should be easily accessible from a drop off by car. Noted that there will need to be an exhibition area and a venue for the talk suitable for approximately 30 attendees. AN asked if these could be combined, with the exhibition element displayed around the walls of the Chaplaincy auditorium. Agreed that this would be acceptable and that the room would not need to be cleared, provided that it could be kept reasonably quiet for the presentation. Noted that press will be in attendance. Noted that Scottish Fair Trade Forum would also be inviting people. Agreed that alumni who were actively involved in sustainability and achieving FT status should be invited to attend. Noted that Convener would need to report venue and numbers by 30th Jan. DG & PF had contacted student societies and noted a lack of grass roots engagement on FT issues. Agreed that any society keen to be involved in the event should be accommodated. Convener noted the value of this event to the University. Group agreed to finalise arrangements at the FTSG meeting on 9th Feb.</p>	
<p>Action Points-</p>	
<ul style="list-style-type: none"> • Members to consider ideas for VIP visitors in the 10 - 15 minutes between arrival and moving on to the speech / discussion (e.g. stalls, exhibits, market, chat with students etc) and feed back to Secretary. 	<p>ALL JR</p>
<ul style="list-style-type: none"> • EB to provide leaflets etc. from Fairtrade Foundation. 	<p>EB</p>
<ul style="list-style-type: none"> • PF to provide FT cotton t-shirts. 	<p>PF</p>
<ul style="list-style-type: none"> • PF to liaise with ECA re: potential visual display of appropriate artwork. 	<p>PF</p>
<ul style="list-style-type: none"> • P&P to provide exhibition materials to include leaflets and banners. 	<p>ES</p>
<ul style="list-style-type: none"> • ES to follow up on possibility of a food co-op stall and speak to FT café (normally there on a Monday) re: possibility of providing coffee & baking. 	<p>ES</p>
<ul style="list-style-type: none"> • AN to check availability of the Chaplaincy auditorium and report back. 	<p>AN</p>
<ul style="list-style-type: none"> • Post meeting Note: confirmed as Chaplaincy auditorium 7th March 10am 	
<ul style="list-style-type: none"> • PF to check availability of Teviot and report back. (Noted that Wednesday is EUSA’s busiest day.) 	<p>PF</p>
<ul style="list-style-type: none"> • Convener to meet Susan McGinley of the Protocol Office 27th Jan to discuss the visit. Morag Eadie, Convenor’s PA will provide liaison point for VIP protocol. 	<p>KB</p>
<ul style="list-style-type: none"> • Members to check diaries for their availability to attend the event. 	<p>ALL</p>
<ul style="list-style-type: none"> • EB to liaise with IM to organise a KeepCup display. 	<p>EB/IM</p>
<ul style="list-style-type: none"> • EB / KB to raise the opportunity to exhibit at City of Edinburgh group meeting. Noted that Equal Exchange, One World Shop etc. will already have a lot of commitments during FT14. Post meeting: stalls to be University /EUSA/Socs 	<p>EB/KB</p>
<ul style="list-style-type: none"> • KB to gather a list of names (to include Ben Miller, Dan Abrahams and Tom French) and pass to SH who will contact selected alumni. 	<p>KB/SH</p>
<p>Group agreed to invite <u>Hanan Alsanah of Bedouin Women’s organisation Al Sidreh</u> (available 5 - 12 Mar) at a different time to the VIP visit.</p>	
<p>Action Points-</p>	
<ul style="list-style-type: none"> • Secretary to pass on Hanan Alsanah info to AN. AN and Chaplaincy to connect and plan dates. 	<p>AN</p>
<p>Noted that <u>Traidcraft fair trade coconut shy</u> is available free of charge and that Gwenneth Williamson will deliver from S. Queensferry. The only issue would be finding someone to man the stall. Agreed not to charge as this would lead to other problems. Agreed best</p>	

	<p>course of action would be to take the stall for a one off event and return it promptly. Agreed that either Potterrow Dome would host, to promote EUSA shop, or would tie in with FT café.</p> <p>Action Points-</p> <ul style="list-style-type: none"> • DG to contact Gwenneth Williamson directly, co-ordinate arrangements and report back to Secretary who will update events diary. <p>Noted <u>Student Events</u> including Fair Trade Café making soups on the Mondays during FT14 and Hearty Squirrel Food Co-Op running on the Mondays and Thursdays. Emmeline Hoogland proposed Fair Trade Cooking Workshops, given availability in the Pentland Room during FT14. Noted that ‘Take your Tutor for Tea!’ will be running in Chaplaincy auditorium. Noted Fairtrade Football event on Saturday morning, 3rd Mar. Noted the need to increase fair trade engagement and participation from the Sports Union as part of the SU President’s manifesto pledge. Noted People & Planet’s intention to prepare a map showing fair trade cafés in Edinburgh to give away during FT14. Agreed that this would be a good project to start even if not completed in time for FT14. Noted that proposed Ubuntu Cola taste test would not go ahead due to problems with suppliers.</p> <p>Action Points-</p> <ul style="list-style-type: none"> • Emmeline Hoogland to check availability for Fair Trade Cooking Workshops. • DG/PF to email societies to inform them about FT14 and to check if they have any events planned. • Tutor to Tea event to be organized and promoted within EUSA marketing <p>Noted that it would be difficult to secure speakers for <u>Fairtrade Foundation / Rainforest Alliance talk</u> during FT14. Agreed that the event was big enough to schedule outwith this period to give it attention in its own right. Noted the difficulty in getting people to attend who were not already interested and involved in these issues. Marketing strategy for the event was discussed and several dates proposed including 23rd April, which some members felt would be too soon, and 12th May, to coincide with World Fair Trade Day and allow for collaborative promotion. Agreed to bear in mind any clash with the exam period in scheduling this event.</p> <p>Action Points-</p> <ul style="list-style-type: none"> • DG to take the lead, with a steer from the group. • SH to investigate relevant alumni group to invite • AL to refer to FTAN to get postgrad engagement <p>DS noted a <u>conference on ‘Just Banking - social justice and sustainability’</u> to be held at the Business School on 20th April, with a lecture in George Square Theatre on the 19th.</p> <p>Convener noted that ideally FTSG should be planning an annual strategy. KB to discuss this with Dawn Ellis, Director of the University's Website Development Programme who convenes the SEAG – Engagement Task Group on communications. Group agreed to discuss an annual strategy at the next meeting; with an event planned in the autumn, then FT14, followed by a talk or discussion later in the year rather than peaking with FT14 with nothing happening the rest of the year. Noted that this would also be easier for a new VPS than facing a blank canvas.</p>	<p>DG</p> <p>EH DG/PF</p> <p>ES/DG</p> <p>DG SH AL</p> <p>KB/JR</p>
<p>3</p>	<p>Priorities arising from Ideas Workshop</p> <p>Following feedback from the workshop, and backed up by the results of the study, agreed that the key task for FSG group would be to communicate and engage with different communities. SH noted that it would be easier to communicate a targeted message. PF requested clarification on what FTSG required of EUSA. Convener noted that it was not the role of the Steering Group to tell organisations what to do, but simply to ask what they were doing and encourage what supported the Policy. Volunteers role discussion deferred</p>	<p>KB/JR</p>
<p>4</p>	<p>AoB - none</p>	

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FAIRTRADE FORTNIGHT - 27 February to 11 March 2012 Events Diary – Draft 3

WHEN	WHAT	WHERE	WHO
CURRENT EVENTS			
3 Feb	Deadline to order Cafedirect sample cards through jane.rooney@ed.ac.uk	http://www.cafedirect.co.uk/explore-our-range/cafedirect-tea/hand-picked	friends@cafedirect.co.uk
9 Feb 10.00 - 11.30am	Fairtrade Steering Group Meeting	Elder Room, Old College	All
27 Feb	FAIRTRADE FORTNIGHT COMMENCES		
27 Feb - 11 Mar	AS Catering Keepcup promotion	AS managed catering outlets - all units will be decorated with Fairtrade Foundation branded material. T:\EST\EB12\Admin\Committ\SEAG\FairtradeSteering Gp\FT Fortnight\Fairtrade Fortnight flyer 2012	Ian Macaulay
27 Feb & 5 Mar	Fair Trade Café will make soups (banana & peanut) on the Mondays during FT14.	Chaplaincy auditorium	Emma Saunders
29 Feb 4:00-6:00pm (To arrive early & assist with set up)	Edinburgh Schools' Fair Trade Event. Olive Oil producer attending (still to confirm). People & Planet to have space to do a shout out - stall not required.	Drummond Community High School, 41 Bellevue Place, Edinburgh EH7 4BS	evelyn.bain@ed.ac.uk
3 Mar (am)	Fairtrade football tournament using fair trade balls, and with fair trade oranges at half time.	The Meadows (TBC)	
7 Mar 10:00-11:30 am	Cabinet Secretary and producer VIP visit. Fiona Hyslop MSP to deliver 'Scotland - Fair Trade Nation' keynote speech + Nicaraguan coffee producer talk. To include ECA art display space, Photocall space + 6 stalls (Keepcup display, food co-op stall, FT café coffee & baking, EUSA shops/history of FT at EUSA display, societies + People & Planet spaces). Student newspaper to be invited + Equal Exchange & One World Shop to be invited to exhibit + appropriate Alumni (previous VPS etc. Ben Miller, Dan Abrahams, Tom French) & current Ethics & Environment reps to attend.	Venue - Chaplaincy auditorium, Bristo Square	martin.rhodes@sff.org.uk
8 Mar	INTERNATIONAL WOMEN'S DAY		
8 Mar 10:00-12:00 noon	Fairtrade Brunch and presentation of The Lord Provost's	Cafe Camino, St Mary's Cathedral, Little King	fairtrade@edinburgh.gov.uk

	Fair Trade Awards 2012 Norma Gadea Paiva, a Nicaraguan coffee farmer from SOPEXXCCA Coffee Co-operative to attend with Felicity from Equal Exchange who will translate for her. FT café to be invited.	Street, Edinburgh EH1 3JR	
TBC within 2 nd week of FT14 (5 - 12 Mar)	Hanan Alsanah of Bedouin Women's organisation Al Sidreh) available 5 - 12 Mar	Chaplaincy to connect / plan dates	Ali Newell
TBC within 2 nd week of FT14 (5 - 9 Mar)	Traidcraft fair trade coconut shy - unavailable 28, 29 Feb & 8 March	Either Potterrow Dome to host, to promote EUSA shop, or to tie in with FT café. Davy Gray to co-ordinate.	Gwenneth Williamson tom.gwenneth@btinternet.com
TBC within 2 nd week of FT14 (5 - 9 Mar)	Hearty Squirrel workshop making fair-trade raw chocolate + fair-trade discussion	TBC - Central Area	Astrid Bunne & the Hearty Squirrel Food Co-op astrid_bunne@hotmail.com
TBC	Take your Tutor for Tea!	Chaplaincy auditorium, Bristo Square	
TBC	Fair Trade Cooking Workshops	Pentland Room	Emmeline Hoogland
	P&P map of FT cafes in Edinburgh to give away during FT14 (just covering central area)		Emma Saunders
TBC Problem with suppliers	Ubuntu Cola taste test	TBC	EUSA (AS?)
Moved outwith FT14	Talk / presentation from Fairtrade Foundation and Rainforest Alliance	TBC	People & Planet
11 Mar	FAIRTRADE FORTNIGHT ENDS		

Note Karen Bowman unavailable afternoon 27th and all day of 28th February.

EVENTS NOW PAST

21 Jan	Fairtrade Cocoa Farming - deadline for emailing questions to cocoa farmer Kouame Alphonse Fasseri	http://www.fairtrade.org.uk/products/chocolate_products/cocoa_farming_qa_with_kouame.aspx	kouameanswers@fairtrade.org
23 Jan	Nominations close for The Lord Provost's Fair Trade Awards 2012	http://www.edinburgh.gov.uk/info/20103/fairtrade/1130/fair_trade_news_and_events/	fairtrade@edinburgh.gov.uk
23 Jan	EUSA Global Star Awards deadline	http://www.eusa.ed.ac.uk/global/starawards/	
26 Jan 3.30- 5.00pm	Fairtrade Steering Group Meeting	Ochil Room, Charles Stewart House	All