

## The University of Edinburgh

### Fairtrade Steering Group (FSG) – DRAFT Minute

#### Task Group of the Sustainability & Environmental Advisory Group

31st Meeting: Thurs 9<sup>th</sup> February – 10-11:30 Elder Room, Old College

#### Members:

Karen Bowman, Convener	Director of Procurement	KB
Dr Kenneth Amaeshi	Senior Lecturer , Business School, CR & 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 Coordinator	DG
Stephanie 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
Rev Ali Newell	Associate Chaplain	AN
Jane Rooney	Estates and Buildings (Secretary)	JR
Emma Saunders	People & Planet	ES
David Somervell	Sustainability Advisor	DS
Co-convenors of Fairtrade Café Students	Edinburgh University People and Planet Society	FCS

[www.seaqfsg.estates.ed.ac.uk](http://www.seaqfsg.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>		
<b>Apologies and / or unable to attend:</b>	Eleanor Cowie; Prof Tim Hayward; Philippa Faulkner; Matthew McPherson, Ian Macaulay, Morag Eadie, Jane Rooney	
<b>1</b>	<p><b>Previous minute of meeting held on 26<sup>th</sup> January 2012 – Agreed</b> as a true record.</p> <p>Actions from workshop (24<sup>th</sup> November) – organise a follow up session to capture actions and move forward.</p>	<b>Action</b>
<b>2</b>	<p><b>FT Fortnight 2012</b></p> <p>KB would like to thank all that have been involved with the FT14 events to date.</p> <ul style="list-style-type: none"> <li>• <u>Update on planning for VIP visit (Cabinet secretary Fiona Hyslop, MSP)</u></li> </ul> <p><b>Noted</b> that KB had met with Protocol Secretary Susan McGinley, had also met with the Chaplaincy regarding the venue and had spoken with Martin Rhodes, Director of the Scottish Fair Trade Forum, who confirmed that Fiona Hyslop would be coming.</p> <p><b>Noted</b> VP Mary Bownes to welcome the visitors, with the Chaplaincy welcoming to the venue and Philippa Faulkner and Matt Lawson escorting them round the stalls.</p> <p><b>Noted</b> that attendees must arrive at the event by 9am. AN to attend from 8am to assist. KB also to be early in order to meet the delegates.</p> <p>Group <b>agreed</b> on a layout of low level coffee tables and approx. 50 chairs set around them.</p> <p><b>Agreed</b> to keep an informal environment for the event to include; ECA art display space, Photocall space; and 6 stalls in the auditorium with leaflets and publicity materials on each of the tables; plus 1 pop-up stand and notice outside (e.g. ‘Scotland Fairtrade Nation Event’).</p> <p>1) Hearty Squirrel 2) People &amp; Planet 3) EUSA (to include product samples + history of FT at EUSA display)</p>	<p>ALL KB AN</p>

	<p>4) Keepcup display 5) SFTF pop-up 6) FT café (to provide coffee &amp; baking for 40 people in return for charitable donation, possibly to Nicaraguan coffee co-op producer attending). Café to have FT certificate on display.</p> <p><b>Noted</b> that Scottish Fair Trade Forum would be inviting a wider audience. <b>Noted</b> that EUSA would provide the catering. N.B. <b>must</b> be fair-trade. <b>Noted</b> the need to prepare a briefing of the history of Fair Trade at the University. KB &amp; AL had started this. Once finalised it would be sent to SFTF.</p> <p><b>Actions:</b></p> <ul style="list-style-type: none"> <li>• EH to liaise with FT café members re: helping with the event.</li> <li>• KB to circulate details of the Nicaraguan coffee co-op speaker as possible nominated recipient of FT café donations.</li> <li>• KB to liaise with SH to invite alumni to event. KB to send alumni invite list to SH, SH to check attendees at past events.</li> <li>• Morag Eadie to issue a formal invitation to include; the new Rector Peter McColl, Student newspaper, Equal Exchange &amp; One World Shop (as exhibitors), appropriate Alumni (previous VPS etc. Ben Miller, Dan Abrahams, Tom French), current Ethics &amp; Environment reps, SEAG + subgroups.</li> <li>• ES to speak to P&amp;P re: providing poster for long wall. All to provide ideas for remaining available section of wall.</li> <li>• DG to check with marketing re: photos of UoE FT events for display. KB to talk to CAM re: producer visit photos.</li> <li>• KB to confirm SFTF pop-up.</li> <li>• AN to check if any Chaplaincy group want a table. Chaplaincy to get last year's FT bunting.</li> <li>• DG to follow up with Global Partnership re: table for the event and get back to KB.</li> <li>• KB to confirm external pop-up and notice with CAM and liaise re: write up of event for publications.</li> <li>• EUSA to start dialogue now with CAM re: getting the message out to the wider University.</li> <li>• AN to chat with DG re: personal contacts table. AN to liaise with KB re: invites by Monday 13<sup>th</sup>.</li> <li>• RC to find 'Take Your Tutor for Tea' poster.</li> <li>• Possible table for Briana Pegado sustainable development course - AN to pass details to KB.</li> <li>• EB to pass Hanan Alsaneh details to AN for inviting to event on 7 Mar.</li> <li>• JR to update FT14 Events Diary</li> </ul>	<p>KB/AL</p> <p>EH</p> <p>KB</p> <p>KB/SH</p> <p>Morag Eadie</p> <p>ES</p> <p>DG KB</p> <p>KB</p> <p>AN</p> <p>DG KB</p> <p>DG</p> <p>AN</p> <p>RC AN</p> <p>EB</p> <p>JR</p>
<p><b>3</b></p>	<p><b>Update of FT14 Events Diary</b> <u>Edinburgh Schools' Fair Trade Event.</u> <b>Noted</b> that the olive oil supplier pencilled in to attend had been changed to a Ugandan coffee producer.</p> <p><b>Actions:</b></p> <ul style="list-style-type: none"> <li>• Members to give Prior notice to <a href="mailto:evelyn.bain@ed.ac.uk">evelyn.bain@ed.ac.uk</a> if attending.</li> </ul> <p><u>Fairtrade Football Tournament</u> <b>Noted</b> need to follow up with ES for more details on this event.</p> <p><u>International Women's Day</u> <b>Noted</b> evening lecture by Philippa Gregory going ahead 8 Mar at 6pm in Paterson's Land.</p>	<p>ALL</p> <p>KB</p>

	<p><b>Actions:</b></p> <ul style="list-style-type: none"> <li>• AN to contact Denise Boyle in HR.</li> <li>• JR to add details to programme</li> </ul> <p><u>FT Brunch / Lord Provost's Awards</u></p> <p><b>Noted</b> to include stalls from FT shops in Edinburgh.</p> <p><u>FT coconut shy</u></p> <p><b>Noted</b> that this will go ahead in Potterrow Dome between 5 - 9 Mar. (EGP Group Plan B - Meadows Bar on Sunday 4<sup>th</sup> Mar).</p> <p><b>Actions:</b></p> <ul style="list-style-type: none"> <li>• DG to ensure space in Potterrow is available if people wish to have events.</li> </ul> <p><u>Hearty Squirrel</u></p> <p><b>Noted</b> that food co-op will run on both Mondays and Thursdays.</p> <p><u>Afternoon Tea / 'Take your Tutor for Tea'</u></p> <p>Afternoon of Thursday 1<sup>st</sup> Mar. <b>Noted</b> that the Chaplaincy is happy to provide space. <b>Noted</b> DG happy to have a role. Group discussed marketing for event. <b>Agreed</b> to decide within the week in order to prepare a poster.</p> <p><b>Actions:</b></p> <ul style="list-style-type: none"> <li>• EH to liaise with The Baking Society, ChocSoc &amp; SocieTea and take the lead on planning a high tea event.</li> <li>• EH to liaise with AN.</li> <li>• EH to speak to Elspeth.</li> </ul> <p><u>P&amp;P Map of FT Cafés</u></p> <p><b>Actions:</b></p> <ul style="list-style-type: none"> <li>• KB to follow up with ES</li> </ul>	<p>AN JR</p> <p>DG</p> <p>EH EH EH</p> <p>KB</p>
4	<p><b>Fairtrade Volunteers - needed for events (or otherwise) for FT14?</b></p> <p><b>Noted</b> that the recruitment of FT volunteers is currently on hold pending the appointment of a volunteer co-ordinator.</p> <p><b>Actions:</b></p> <ul style="list-style-type: none"> <li>• KB to circulate FT volunteer job descriptions.</li> <li>• KB to propose volunteer co-ordinator post to University depending on job specification / salary.</li> </ul>	<p>KB KB</p>
5	<p><b>AOB relating to FT14</b></p> <p>Group discussed event registration and <b>agreed</b> that there was not enough time to do this formally but that an A4 sign up sheet to support FT should be set up at each table with student/staff/alumni tick boxes to include email addresses.</p> <p><b>Noted</b> the need for a widespread marketing strategy in future. <b>Noted</b> the need for links to FT on EUSA website. <b>Agreed</b> to use the standard FT free marketing material.</p> <p><b>Noted</b> that EB will require input from ES from P&amp;P for FT submission.</p> <p>Group discussed the issue of the sale of baking and its consumption on University property.</p> <p>The FT application renewal was discussed, which would involve a change in format and require more detailed information. <b>Noted</b> that EB had begun to populate the document and would continue for another week, when it would be sent to KB, DG, PF, P&amp;P and Cc'ed to Sam at EUSA who would update / edit and return to EB.</p> <p><b>Actions:</b></p> <ul style="list-style-type: none"> <li>• SH to send data protection wording to KB/DS.</li> <li>• DG to liaise with EUSA marketing.</li> <li>• KB/Printing to organise poster and send to EUSA for marketing.</li> </ul>	<p>EB KB DG PF</p> <p>SH DG KB</p>

	<ul style="list-style-type: none"> <li>• Programme to go to TEU / OurEd website. TEU to send to mailing list.</li> <li>• EB to send Code of Conduct / Catering Policy to DG and consult with IM.</li> <li>• KB to circulate FT renewal application</li> </ul>	DS EB KB
<b>6</b>	Date of Next Meeting – proposed dates for 2012 – <b>Mon 19<sup>th</sup> March 3-4:30, Thur 24 May – 3-4:30, Thur 27 Sept 3-4:30, Thur 29 Nov 3-4:30</b>	

**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”).