

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

32nd Meeting: 15:00 - 16:00 Mon 19th Mar 2012, Cuillin Room, Charles Stewart House

Members:

| | | |
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| 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;

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| 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

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| 1 | Previous minute of meeting held on 9 th February 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 - Verbal report on events to include photos for VIP event, feedback and review of good, bad and lessons learned from all aspects of this year's events. - Content for The Scotland Fair Trade Guide. | (Verbal) |
| 3 | Workers Rights Consortium Amabel Crowe to present WRC paper. | Paper 2 |
| 4 | National Fairtrade Awards The Fairtrade Campaign Awards recognise the hard work, creativity, and impact of all activities spreading the Fairtrade message. Applications will open straight after Fairtrade Fortnight until July. http://ctt-news.org/5QB-PEH6-1Q4J1J-9P7I4-1/c.aspx | (Verbal) |
| 5 | Possible Internship and Fairtrade Volunteers | (Verbal) |
| 6 | Information for re-application to FTF (Evelyn) | (Verbal) |
| 7 | AOB | (Verbal) |
| 8 | Priorities and meetings for rest of 2012 Proposed meeting dates for 2012 – Thur 24 May – 3-4:30, Thur 27 Sept – 3-4:30, Thur 29 Nov 3-4:30 2013 – Thur 24 Jan – 3-4:30, Thur 7 Feb – 3-4:30 | (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")

The University of Edinburgh

Fairtrade Steering Group (FSG) –Minute

Task Group of the Sustainability & Environmental Advisory Group

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

Members:

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

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| Corresponding: | Daniel Abrahams; VP Prof Mary Bownes; Prof Pete Higgins; Prof Michael Northcott; Mr Nigel Paul; Prof Jan Webb | |
| Welcome: | | |
| Apologies and / or unable to attend: | Eleanor Cowie; Prof Tim Hayward; Philippa Faulkner; Matthew McPherson, Ian Macaulay, Morag Eadie, Jane Rooney | |
| 1 | Previous minute of meeting held on 26th January 2012 – Agreed as a true record. Actions from workshop (24 th November) – organise a follow up session to capture actions and move forward. | Action |
| 2 | <p>FT Fortnight 2012</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"> • <u>Update on planning for VIP visit (Cabinet secretary Fiona Hyslop, MSP)</u> <p>Noted 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>Noted 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>Noted 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 agreed on a layout of low level coffee tables and approx. 50 chairs set around them. Agreed 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 & Planet 3) EUSA (to include product samples + history of FT at EUSA display)</p> | <p>ALL KB AN</p> |

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

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| | <ul style="list-style-type: none"> • AN to contact Denise Boyle in HR. • JR to add details to programme <p><u>FT Brunch / Lord Provost’s Awards</u></p> <p>Noted to include stalls from FT shops in Edinburgh.</p> <p><u>FT coconut shy</u></p> <p>Noted that this will go ahead in Potterrow Dome between 5 - 9 Mar. (EGP Group Plan B - Meadows Bar on Sunday 4th Mar).</p> <p>Actions:</p> <ul style="list-style-type: none"> • DG to ensure space in Potterrow is available if people wish to have events. <p><u>Hearty Squirrel</u></p> <p>Noted 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 1st Mar. Noted that the Chaplaincy is happy to provide space. Noted DG happy to have a role. Group discussed marketing for event. Agreed to decide within the week in order to prepare a poster.</p> <p>Actions:</p> <ul style="list-style-type: none"> • EH to liaise with The Baking Society, ChocSoc & SocieTea and take the lead on planning a high tea event. • EH to liaise with AN. • EH to speak to Elspeth. <p><u>P&P Map of FT Cafés</u></p> <p>Actions:</p> <ul style="list-style-type: none"> • KB to follow up with ES | AN JR DG EH EH EH KB |
| 4 | <p>Fairtrade Volunteers - needed for events (or otherwise) for FT14?</p> <p>Noted that the recruitment of FT volunteers is currently on hold pending the appointment of a volunteer co-ordinator.</p> <p>Actions:</p> <ul style="list-style-type: none"> • KB to circulate FT volunteer job descriptions. • KB to propose volunteer co-ordinator post to University depending on job specification / salary. | KB KB |
| 5 | <p>AOB relating to FT14</p> <p>Group discussed event registration and agreed 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>Noted the need for a widespread marketing strategy in future. Noted the need for links to FT on EUSA website. Agreed to use the standard FT free marketing material.</p> <p>Noted that EB will require input from ES from P&P for FT submission.</p> <p>Group discussed the issue of the sale of baking and its consumption on University property. The FT application renewal was discussed, which would involve a change in format and require more detailed information. Noted that EB had begun to populate the document and would continue for another week, when it would be sent to KB, DG, PF, P&P and Cc’ed to Sam at EUSA who would update / edit and return to EB.</p> <p>Actions:</p> <ul style="list-style-type: none"> • SH to send data protection wording to KB/DS. • DG to liaise with EUSA marketing. • KB/Printing to organise poster and send to EUSA for marketing. • Programme to go to TEU / OurEd website. TEU to send to mailing list. | EB KB DG PF SH DG KB DS |

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

Note:

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The University of Edinburgh
Fairtrade Steering Group [FSG]

19 March 2012

Workers Rights Consortium Proposal

Brief description of the paper

The attached paper proposes that all suppliers producing garments for the University of Edinburgh, both for its own use and for sale in the University Gift Shop, be monitored by the international labour rights monitoring organisation the Workers Rights Consortium (WRC).

Action requested

FSG is invited to:

- **comment** on the paper, in particular the financial cost to implement the proposal;
- **endorse the recommendation** that the University affiliate to the WRC. This would align to the University's Fair Trade policy <http://www.ed.ac.uk/about/sustainability/fairtrade/fairtrade-university/trade-policy> commitment to social responsibility and sustainable procurement in selecting its suppliers;
- **discuss** which committee this proposal should go to for approval.

Resource implications

Does the paper have resource implications? Yes

Annual fee is required, i.e. either £1000 per year or 1% of garment licensing income, whichever is higher.

Risk Assessment

Does the paper include a risk analysis? No

Equality and Diversity

Does the paper have equality and diversity implications? No.

Freedom of information

Can this paper be included in open business? Yes

Originator of the paper

Amabel Crowe, on behalf of People & Planet
14 March 2012.

Proposal for the Fairtrade Steering Group – 19 March

Edinburgh University utilises its purchasing power to provide quality and affordable clothing for its needs. It also sells clothing through the University of Edinburgh Gift Shop. Workers in the garment industry, most of whom are women, are systematically denied their right to freedom of association. This underlies most of the other problems of forced labour, forced abortion and other forms of physical abuse, long hours, below subsistence wages and dangerous conditions. Although Edinburgh has a stated commitment to upholding basic labour rights in its supply chains.

'Give priority to social responsibility and sustainability and whole life costs when selecting suppliers and awarding contracts or appointing suppliers to be part of framework agreements. '

<http://www.ed.ac.uk/about/sustainability/on-campus/procurement/management>

...this does not in itself assure adequate monitoring and enforcement or freedom to associate and work without intimidation or coercion.

As a University with a policy commitment to sustainable procurement, we want to support all the workers in Edinburgh's garment supply chain to have their basic human rights respected of freedom of association, freedom from physical and sexual abuse, and the right to pay for the work they do.

For this reason we propose that:

All suppliers producing garments for Edinburgh University to be monitored by the international labour rights monitoring organisation the Worker Rights Consortium (WRC).

Explanation:

The Worker Rights Consortium (WRC) is the only independent monitoring organisation that supports workers in the garment industry in defending their workplace rights. It educates workers in the fact that they are covered by University codes of conduct. Without this policies and codes of conduct usually have no impact on the ground. Workers can then lodge a confidential complaint if they believe that there is a rights violation in their workplace. The WRC then conducts an independent in-depth investigation and makes the results available to their university members. Their members can then collectively call on their suppliers (which are often using the same factories) to improve conditions.

More information is available at <http://www.workersrights.org/> and an FAQ for British universities is on People & Planet's website here: <http://peopleandplanet.org/WRCFAQ>

The economic leverage of University purchasing contracts, when universities join together, acts as a deterrent to exploitative behaviour and a genuine incentive to corporations unwilling to take responsibility for conditions in their supply chains. Whilst universities cannot under EU procurement law refuse to deal with companies again for violating workers' rights, they can jointly insist on improvements and independently monitor what is going on. Affiliating to the WRC would contribute to the knowledge, lobbying ability, of universities over companies that violate basic labour and gender rights.

Once a sufficient amount of universities affiliate with the WRC, the WRC will be able to use this collective voice and leverage to work with companies to reform conditions in their clothing factories. Universities have no ability to make this difference alone, and currently are buying clothes made in indecent, sweatshop conditions.

WRC monitoring is a crucial component in order to assure that our clothing is not produced in sweatshops and would add a much needed ethical element to clothes purchased. Fairtrade only supports workers who make the cotton, but currently Edinburgh does not take meaningful action to support workers at any other part of their garment supply chain. As such we are bringing this proposal to the committee that can make this decision. We ask that you support this proposal.

How this proposal could be implemented:

The procurement manager and the Fair Trade Steering Group should seek the appropriate channels of support within the University in order to mandate affiliation.

The University should continue to liaise with institutions that have already signed up, such as Sheffield, Loughborough, Sussex and NUSSL.

The WRC should be provided with a list of names and locations of all factories involved in the production of their branded goods. The annual fees should be paid. These are £1000 per year or 1% of garment licensing income, whichever is higher. This is a small fraction of the cost of funding labour rights monitors to do their work across the world.

FSG is invited to:

- comment on the paper, in particular the financial cost to implement the proposal;
- endorse the recommendation that the University affiliate to the WRC. This would align to the University's Fair Trade policy
<http://www.ed.ac.uk/about/sustainability/fairtrade/fairtrade-university/trade-policy>
commitment to social responsibility and sustainable procurement in selecting its suppliers;
- discuss which committee this proposal should go to for approval.

Amabel Viola Crowe
People & Planet
14 March 2012