

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

33rd Meeting: 15:00 - 16:30 Thur 24th May 2012, Cuillin Room, Charles Stewart House

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 / Max Crema	EUSA Vice-President Services	PF / MC
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 / James McAsh, 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 19 th March 2012	Paper 1
2	Fairtrade Campaign Awards 2012 The Fairtrade Campaign Awards recognise the hard work, creativity, and impact of all activities spreading the Fairtrade message. Possible nominations to be discussed. Closing date 31 July. http://www.fairtrade.org.uk/get_involved/news_events_and_urgent_actions/fairtrade_campaign_awards_2012.aspx	(Verbal)
3	Workers Rights Consortium SEAG document WRC for GS.	Paper 2
4	Internship and Fairtrade Volunteers	(Verbal)
5	Information for re-application to FTF	Paper 3
6	AOB	(Verbal)
7	Priorities and meetings for rest of 2012 Proposed meeting dates for 2012 –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

32nd Meeting: Mon 19th Mar 2012 – 3pm - 4pm Cuillin 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
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
Matt Lawson	SRS Research Assistant	ML
Co-convenors of Fairtrade Café Students	Edinburgh University People and Planet Society	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	
Present:	Amabel Crowe (AC); Dorothy Cunningham (DC).	
Apologies and / or unable to attend:	Dr Kenneth Amaeshi; Eleanor Cowie; Stephanie Hay; Prof Tim Hayward; Emma Saunders; Matt Lawson	
1	<p>Previous minute of meeting held on 9th February 2012 - agreed.</p> <p>Noted actions from previous minute related to FT14 and no longer needed to be followed up.</p>	Action
2	<p>Lessons from FT Fortnight 2012</p> <p>WELCOME & THANKS</p> <p>Convener welcomed Dorothy Cunningham to the meeting and thanked her for her work promoting FT14 on the website.</p> <p>Convener also thanked all involved for their hard work during the Fortnight, in particular Morag Eadie for organising the VIP visit and Ali Newell on behalf of the Chaplaincy for hosting.</p> <p>AN led the group in thanking KB for her work.</p> <ul style="list-style-type: none"> Noted that a letter of thanks had been received from Fiona Hyslop and a reply issued from Mary Bownes. 	

	<p>IMAGES FROM FT14 EVENTS</p> <ul style="list-style-type: none"> • DS proposed setting up a Flickr account as a way of storing images of FT14 events in the future. • Noted that when using official pictures from the VIP event these should be credited to Douglas Robertson. • Noted that AC and PF had images from the FT Football event. • DG to review his from various activities and forward to EB and DC. <p>ADVANCE PLANNING FOR 2013</p> <ul style="list-style-type: none"> • Noted that a lack of information in the run up to FT14 made it hard to engage people and that contact details for events needed to be made available well in advance to encourage word of mouth. • DG noted that societies in particular required additional time to check availability and co-ordinate activities. • Noted that more time on planning would lead to more groups being involved and a greater variety of events and activities. • DS noted that given early sight of the material next year, DS and ML could do a series of teasers based on Edinburgh rather than national events. • Noted that the group may not know the theme for next year but they could start planning based on the kind of events the University can cope with and the type of societies that would be interested. • Group agreed to start planning resources for the fortnight at the beginning of the academic year at the meeting scheduled for 29th November, produce an outline programme before Christmas and to publish the programme in late January / early February. <p>MULTIPLE ‘ACTION WEEKS’</p> <ul style="list-style-type: none"> • Noted that FT14 would always coincide with International Women’s Day. • PF noted that as there were four themed action weeks at the same time of year it could be a struggle to keep up with them, and suggested combining or aligning them. • DS noted that the group could find something that EUSA was interested in and build around a more general theme, e.g. international responsibilities. • IM noted that FT14 was nationally set, that its message was already becoming muddled by the others and that Fairtrade was the only area where the University was at risk of losing accreditation. • Convener noted that each organising body felt a strong sense of ownership for their own events, that this group was not the appropriate forum to discuss the issue and that it was not within the groups’ power to make other action weeks combine. <p>REMIT OF THE GROUP REGARDING FT14</p> <ul style="list-style-type: none"> • Concern was noted that the message of FT14 was diluted over the 2 weeks, and that it could be challenging to fully populate it with appropriate events. Convener clarified the responsibility of the group; to provide a steer to event organisers, to ensure something was happening that was worth reporting and to capture and report it through the work done by EB. 	<p>ALL</p> <p>AC,PF DG</p> <p>ALL</p>
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	<ul style="list-style-type: none"> • Noted that the Group should not be overambitious and try to populate FT14 with an event every day but instead focus on doing fewer events better. • Group noted that most years the programme consisted of one focal event pulled together by Convener’s team, plus a series of smaller society run events. • Noted the need to put the ball into the students’ court regarding future events. • Group noted that, as a national event, the University benefited from FT14 in terms of press and PR. <p>ENGAGING SOCIETIES</p> <ul style="list-style-type: none"> • Concern was raised that the group was not engaging with the Fairtrade café. Convener agreed that the FT café were a key part of the group and proposed holding alternate meeting in the Chaplaincy scheduled at a time to suit the café. • Concern was noted that the group was failing to engage with new people. • Convener noted the need for the group to liaise with other societies and ensure it was able to follow this up with new people at the start of the next year. • Group noted that the Hearty Squirrel co-op were currently very active and had a good deal of overlap with People & Planet. • Convener noted that with events such as the Cabinet Secretary visit there was no flexibility regarding the time. • PF, who had gone along to the FT Football event, noted that it was well attended, with representation from The Student, SJP, the Socialist Society, and People & Planet. • Convener asked if it would be possible to get a brief write up of the event. • Convener noted that for events such as FT football, which had been done before, the group can reasonably assume they will be going ahead next year and start planning and promoting them earlier. • DC noted that with earlier web publicity, staff e.g. Finance, could field a team to compete. <p>Actions:</p> <ul style="list-style-type: none"> • Members wanting photographs from the Cabinet Secretary visit to contact KB. 	<p>PF</p> <p>ALL</p>
<p>3</p>	<p>Workers Rights Consortium</p> <p>Amabel Crowe presented a paper proposing that all suppliers producing garments for the University of Edinburgh be monitored by the international labour rights monitoring organisation the Workers Rights Consortium (WRC).</p> <p>The Group was invited to comment on the paper, in particular on the financial cost to implement the proposal, endorse the recommendation in line with the University’s policy commitment to social responsibility and sustainable procurement, and decide where the proposal should be directed for approval.</p> <p>There followed discussion during which the following main concerns were raised:</p> <ul style="list-style-type: none"> • Concern that simply playing the £1,000 fee and signing up as an individual entity would not be an adequate response. • Concern about what joining would actually mean in practical terms and about the specifics of what the University would be committing to do. 	

- **Noted** that the University may not be able to obtain information on the actual factories at the end of its extended supply chain.
- **Noted** that EB had liaised with the consortium that purchases on behalf of the University and that KB had talked to Universities that had already affiliated with the WRC and with others that were considering joining. **Noted** that as more Universities signed up, the leverage it held would increase. **Noted** that only 4-5 were currently affiliated but with more committed this would soon rise to 7 or 8 and that in 2 to 3 years time once the message had spread the situation would be very different.
- As the University procures collaboratively through a consortium which purchases on its behalf, it was felt that the best way to effect meaningful change would be if the University could ask the procuring body to embed WRC monitoring as a customer requirement rather than pursuing it independently as an institution.
- **Noted** the consortium's response that it already had ethical procurement guidelines in place. **Noted** that documentation demonstrating its suppliers' compliance with International Labour Rights legislation and /or involvement with the Fair Labour Alliance was available from EB.
- The consortium had emphasised that it would not be possible to make any post-contract additions. **Noted** that at this time the University was 1/3 of the way through the current contract and so at this point the University would have to join as an institution and work with its suppliers through the current contract, renegotiating during the next cycle.
- Issues around the finance cost. **Noted** that this group did not have the authority to commit 1% of the University's garment turnover and that this decision would lie with SEAG Ops. **Noted** that the University's annual spend on garments (c.£42K) was not particularly significant, did not represent a large proportion of its overall spend and would not translate into much leverage over suppliers. **Noted** that the University sector using collaborative contracts would have to ensure that it was not paying multiple times for the same information, but also **noted** that WRC would not take supplier funding in any form to undertake site visits. **Noted** that all reports were made public on the WRC website.
- Concern that the WRC anticipated that the University would seek out information on the factories where the garments were being produced, which would represent a step further down the supply chain that what was currently resourced or being done and would exceed what was done for other consumables such as food, which was not monitored beyond the first tier of suppliers. **Noted** the challenge, from a procurement point of view, in getting that close to the production source through third party providers.
- Concern that the action the University could take if a problem was found in a factory report would be limited as the University would not have the right to cancel the contract with that factory. **Noted** that the WRC would also not be in a position to tell the factory to make changes. However, the University could facilitate the process and expect its suppliers to engage with the factories to work towards improvement.
- Concern that the decision to join should represent the views of the wider University, both students and staff, and not just the opinions of this group.
- Issues around the potential content of the Scottish Government Sustainable Procurement Bill and any changes to the EU tendering process to enforce consideration of sustainability. **Noted** that Cabinet Secretary Fiona Hyslop MSP supported the inclusion of workers rights. **Noted** that the issue was far from being ignored at government level.

	<ul style="list-style-type: none"> • Concern about how achievable it would be to keep track of all suppliers, as they tended to be a moving target, and with 10 or 15 suppliers on the framework, how well those without a complaint against them would be monitored. Noted that resources from procurement team and consortia are limited. • Concern about the consequences for the reputation of the University if bad practice was found to be going on whether we joined or not. Noted that by signing up, the University would be clearly demonstrating its commitment to eradicating bad practice. By taking a pro-active approach the University could reduce its risk, demonstrate that it was taking ameliorative action and raise awareness. • Issues around the next steps for the proposal and the appropriate target for referring it on. Noted the postponement of the next SEAG Ops meeting, which would not meet again for over 2 months. Agreed to pass the proposal on to Nigel Paul as the best way to get a decision that would enable the University to sign up this year. • Issues around a lack of understanding of how WRC operates, the nature of the dialogue it enters into with the factories and how its policy of advocating consolidating the supply chain to increase purchasing power and influence may risk workers in the factories that lose business. Noted that a comprehensive case study of a UK institution in a similar position would be a useful tool in increasing the group's understanding. Noted that People & Planet were producing a case study based on Loughborough, which was the furthest down the track of the UK institutions, but that as the UK affiliates had only recently joined there were problems getting the required information. KB to keep in touch with peers in other HEIs. • Group agreed that the proposal was something they would instinctively wish to support as it was consonant with the values of Group, the University and EUSA (as a NUS affiliate) and that if it would fit in with the way the University worked and with its regulations then the group ought to endorse it. • Noted that the group took a leadership role in Fair Trade and could do so again regarding WRC. Convener indicated at least one university already keen to follow our lead. • Noted that KB, PF had rescheduled a call to NUSSL re: the NUS position using WRC. <p>Convener thanked AC for the paper and EB for the surrounding research.</p> <p>Group agreed that it warranted a bit more investigation before a recommendation was made.</p> <p>Actions:</p> <ul style="list-style-type: none"> • All members were asked to read the document and pass their comments back to Karen Bowman by 30th March. • Based on the general feeling within the group as communicated to KB by email, KB to write to Nigel Paul to make a recommendation. • AC to make Loughborough case study available to the group once it was completed. <p>Post meeting note: DS offered a paper from the website that summarised their WRC aims: http://peopleandplanet.org/dl/wrc_explained.pdf</p>	<p>KB</p> <p>ALL</p> <p>ALL</p> <p>KB</p> <p>AC</p>
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	<p>Post meeting note: KB, PF, AC, DG and EB were on telecom with NUSSL re: their use of WRC, which established that NUS spend over £2m p.a. and were planning a 'Living Wage Fair Trade' garments by consolidating their 5 suppliers (10 factories) working alongside WRC and P&P.</p> <p>EUSA asked how to be involved in this locally. KB asked about EUSA's own policy statement.</p> <p>Actions:</p> <ul style="list-style-type: none"> • EB to finalise analysis of non-EUSA spend and supplier ethical statements. 	EB
4	<p>National Fairtrade Awards</p> <p>Noted that applications for 2012 were now open and recommendations were requested. Further information available at: http://ctt-news.org/5QB-PEH6-1Q4J1J-9P7I4-1/c.aspx</p>	ALL
5	<p>Possible Internship and Fairtrade Volunteers</p> <p>Noted that convener had met with employ.ed to discuss the creation of a 1½ year graduate paid internship (probably at grade UE03) for fair trade and a 8 week placement this summer (on living wage) as part of Employ.ed pilot.</p> <p>Noted that once agreed the opportunity to volunteer would be released for next year's Freshers.</p>	
6	<p>Information for re-application to FTF</p> <p>Noted that re-application was now underway.</p> <p>Actions:</p> <ul style="list-style-type: none"> • All members to send in details for the return including photos to EB 	ALL
7	AOB	
8	<p>Date of Next Meeting</p> <p>Proposed dates for 2012 – Thur 24 May 3-4:30, Thur 27 Sept 3-4:30, Thur 29 Nov 3-4:30</p>	

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")



WORKERS RIGHTS CONSORTIUM

Introduction (Brief Overview for FTSG meeting)

Worker Rights Consortium

The University of Edinburgh has affiliated with the Worker Rights Consortium (WRC).

The WRC is an independent, non-political labour rights monitoring organisation, which makes efforts to collaborate with workers, non-governmental organisations, and other Universities and Colleges, to improve the conditions of workers in the garment industry.

By affiliating with the WRC, the University recognises that along with its social responsibility and sustainable procurement policies, a code of conduct will consider issues such as wages, hours of work, overtime compensation, freedom of association, workplace safety and health, women's rights, child and forced labour, harassment and abuse in the workplace and non-discrimination.

We are advised current suppliers use International Labour Organisation standard and ethical codes.

The University will use the code of conduct, within public procurement law, to help its procurement specialists to engage with supply chains through disclosure of garment factory locations from all University garment suppliers, contractors and sub-contractors, to share with the WRC. Where the University is in a consortium, we will endeavor to get information from collaborators or suppliers. We are advised current suppliers use International Labour Organisation standard and ethical codes.

As Scotland's first Fairtrade University, we will keep the WRC benefits under review with EUSA and people & planet students looking into it, with staff from academic community and support services.

We recognise that Colleges and Universities affiliated with the WRC will have social responsibility and sustainable procurement policies and a code of conduct which would consider issues such as: wages, hours of work, overtime compensation, freedom of association, workplace safety and health, compliance with local laws, women's rights, child labour and forced labour, harassment and abuse in the workplace, non-discrimination.

As appropriate for a public contracting authority under Scots Law, UK law and the EU public procurement Directives, we can use this code to help the procurement specialists to engage with supply chains, based on accurate and pertinent reports from WRC but not as selection or award criteria.

As Scots Law on sustainable procurement and public contracts is under review, we will consider the benefits of WRC in responding to consultations.

The University of Edinburgh understands that upon affiliating with the WRC, Colleges and Universities that do not already require full public disclosure of factory locations will notify their licensees/vendors that this information is desired within three months.

Where we contract, we commit to request full and regularly updated, public disclosure of factory locations, including those of contractors and subcontractors, and where we are part of a purchasing consortium, we will make all reasonable endeavours to obtain this information from our collaborators or the suppliers.

The University of Edinburgh also agrees to pay a fee to the WRC as part of our social responsibility and sustainability strategy. For universities that do not collect royalties from a licensing program, this is a flat annual fee of £1000. We are a Fairtrade University and our Fairtrade Steering Group includes staff and students, regularly reporting to our Sustainability and Environmental Advisory Group, which is chaired by Senior Vice-Principal informing our Central Management Group and is responsible for keeping benefits of WRC under regular review and will do so prior to renewal.



WORKERS RIGHTS CONSORTIUM
PROPOSED DRAFT CODE OF CONDUCT

Introduction

The University of Edinburgh, constituted by the Universities (Scotland) Acts 1858 to 1966, is a charitable body, registered in Scotland, with registration number SC005336.

The Workers Rights Consortium is a New York nonprofit corporation, an independent, non-political labour rights monitoring organisation, which makes efforts to collaborate with workers, non-governmental organisations, and other universities and colleges, to improve the conditions of workers in the garment industry.

- A. The Universities in the Worker Rights Consortium (WRC) are each committed to conducting their business affairs in a socially responsible and ethical manner consistent with their respective educational, research and/or service missions, and to protecting and preserving the global environment.
- B. While the WRC and the Member Institutions believe that Licensees share this commitment, the Consortium and the Member Institutions have adopted the following Code of Conduct (the “Code”) which requires that all Licensees, at a minimum, adhere to the principles set forth in the Code.
- C. Throughout the Code the term “Licensee” shall include all persons or entities which have entered into a written “License Agreement” with the University manufacture “Licensed Articles” (as that term is defined in the License Agreement) bearing the names, trademarks and/or images of one or more Member Institutions. The term “Licensee” shall for purposes of the Code, and unless otherwise specified in the Code, encompass all of Licensees’ contractors, subcontractors or manufacturers which produce, assemble or package finished Licensed Articles for the consumer.
- D. The University of Edinburgh will use the Code, amended as herein, to allow it to act within public procurement law, to help its procurement specialists to engage with supply chains through disclosure of garment factory locations

from all University garment suppliers, contractors and sub-contractors, to share with the WRC. Where the University is in a collaborative purchasing consortium, we will endeavor to get information from collaborators or suppliers. We are advised that our current suppliers of garments, whether or not Licensees, adhere to International Labour Organisation standard and ethical codes.

II. Notice

- A. The principles set forth in the Code shall apply to all Licensees. The International Labour Organisation standard applies to all suppliers.
- B. As a condition of being permitted to produce and/or sell Licensed Articles, Licensees must comply with the Code. Licensees are required to adhere to the Code within six (6) months of notification of the Code or as required in applicable license agreements.
- C. The University of Edinburgh reserves the right to share information about companies adhering to the Code and/or the International Labour Organisation standard or share reports where WRC have identified that this may not be the case, with other institutions and purchasing consortium. This maybe placed in public domain.

III. Standards

- A. Licensees agree to operate work places and contract with companies whose work places adhere to the standards and practices described below. The University prefers that Licensees exceed these standards. The procedures described below must be carried out in a manner compatible with public procurement law.
- B. Legal Compliance: Licensees must comply with all applicable legal requirements the country (ies) of manufacture in conducting business related to or involving the production of or sale of Licensed Articles. Where there are differences or conflicts with the Code and the laws of the country (ies) of manufacture, the higher standard shall prevail, subject to the considerations stated in Section VI. The WRC agree to operate in a manner which complies with public procurement obligations of the University and is not an agency.
- C. Employment Standards: Licensees shall comply with the following standards:
 - 1. *Wages and Benefits*: Licensees recognize that wages are essential to meeting employees' basic needs. Licensees shall pay employees, as a floor, wages and

benefits which comply with all applicable laws and regulations, and which provide for essential needs and establish a dignified living wage for workers and their families. [A living wage is a “take home” or “net” wage, earned during a country’s legal maximum work week, but not more than 48 hours. A living wage provides for the basic needs (housing, energy, nutrition, clothing, health care, education, potable water, childcare, transportation and savings) of an average family unit of employees in the garment manufacturing employment sector of the country divided by the average number of adult wage earners in the family unit of employees in the garment manufacturing employment sector of the country.]

2. *Working Hours:* Hourly and/or quota-based wage employees shall (i) not be required to work more than the lesser of (a) 48 hours per week or (b) the limits on regular hours allowed by the law of the country of manufacture, and (ii) be entitled to at least one day off in every seven day period, as well as holidays and vacations.

3. *Overtime Compensation:* All overtime hours must be worked voluntarily by employees. In addition to their compensation for regular hours of work, hourly and/or quota-based wage employees shall be compensated for overtime hours at such a premium rate as is legally required in the country of manufacture or, in those countries where such laws do not exist, at a rate at least one and one-half their regular hourly compensation rate.

4. *Child Labour:* Licensees shall not employ any person at an age younger than 15 (or 14, where, consistent with International Labour Organization practices for developing countries, the law of the country of manufacture allows such exception). Where the age for completing compulsory education is higher than the standard for the minimum age of employment stated above, the higher age for completing compulsory education shall apply to this section. Licensees agree to consult with governmental, human rights, and nongovernmental organizations, and to take reasonable steps as evaluated by the University to minimize the negative impact on children released from employment as a result of implementation or enforcement of the Code.

5. *Forced Labour:* There shall not be any use of forced prison labour, indentured labour, bonded labour or other forced labour.

6. *Health and Safety:* Licensees shall provide a safe and healthy working environment to prevent accidents and injury to health arising out of, linked with, or occurring in the course of work or as a result of the operation of Licensee facilities. In addition, Licensee must comply with the following provisions.

- a) The Licensee shall ensure that its direct operations and those of any subcontractors comply with all workplace safety and health regulations established by the national government where the production facility is located, or with Title 29 CFR of the Federal Code of Regulations, enforced by Federal OSHA (Occupational Safety and Health Administration), or the equivalent international, EU or UK health and safety regulations, whichever regulation is more health protective for a given hazard.
- b) The Licensee shall ensure that its direct operations and subcontractors comply with all health and safety conventions of the International Labour Organization (ILO) ratified and adopted by the country in which the production facility is located.

7. *Non-discrimination*: No person shall be subject to any discrimination in employment, including hiring, salary, benefits, advancement, discipline, termination or retirement, on the basis of gender, race, religion, age, disability, sexual orientation, nationality, political opinion, or social or ethnic origin.

8. *Harassment or Abuse*: Every employee shall be treated with dignity and respect. No employee shall be subject to any physical, sexual, psychological, or verbal harassment or abuse. Licensees will not use or tolerate any form of corporal punishment.

9. *Freedom of Association and Collective Bargaining*: Licensees shall recognize and respect the right of employees to freedom of association and collective bargaining. No employee shall be subject to harassment, intimidation or retaliation in their efforts to freely associate or bargain collectively. Licensees shall not cooperate with governmental agencies and other organizations that use the power of the State to prevent workers from organizing a union of their choice. Licensees shall allow union organizers free access to employees. Licensees shall recognize the union of the employees' choice.

10. *Women's Rights*

- a) Women workers will receive equal remuneration, including benefits; equal treatment; equal evaluation of the quality of their work; and equal opportunity to fill all positions open to male workers.
- b) Pregnancy tests will not be a condition of employment, nor will they be demanded of employees.
- c) Workers who take maternity leave will not face dismissal nor threat of dismissal, loss of seniority or deduction of wages, and will be able to return to their former employment at the same rate of pay and benefits.
- d) Workers will not be forced or pressured to use contraception.
- e) Workers will not be exposed to hazards, including glues and solvents, which may endanger their safety, including their reproductive health.
- f) Licensees shall provide appropriate services and accommodation to women workers in connection with pregnancy.

IV. Compliance and Disclosure: Licensees (for themselves and on behalf of their contractors, subcontractors, or manufacturers) shall disclose to the Worker Rights WRC, the University, and the public the information set forth in Sections A, B, and C below.

A. Upon execution and renewal of the License Agreement and upon the selection of any new manufacturing facility which produces Licensed Articles, the company names, contacts, addresses, phone numbers, e-mail addresses, and nature of the business association for all such facilities which produce Licensed Articles;

B. at least sixty (60) days prior to the end of each contract year of the License Agreement, written assurance that (i) Licensees are in compliance with the Code and/or (ii) Licensees are taking reasonable steps to remedy non-compliance in facilities found not to be in compliance with the code;

C. at least sixty (60) days prior to the end of each contract year of the License Agreement, a summary of those steps taken to remedy material violations, and/or difficulties encountered, during the preceding year in implementing and enforcing the Code at all of Licensees' facilities which produce Licensed Articles.

V. Verification: It shall be the responsibility of Licensees (for themselves and on behalf of their contractors, subcontractors, or manufacturers) to ensure their compliance with the Code. The WRC and its Member Institutions will undertake efforts to determine and clearly define the obligations associated with the development of adequate methods and training for independent external monitoring, as guided by the principles in the founding document of the Consortium.

VI. Labour Standards Environment: In countries where law or practice conflicts with these labour standards, Licensees agree to consult with governmental, human rights, labour and business organizations and to take effective actions as evaluated by the University to achieve full compliance with each of these standards. Licensees further agree to refrain from any actions that would diminish the protections of these labour standards. In addition to all other rights under the Licensing Agreement, the University reserves the right to refuse renewal of Licensing Agreements for goods made in countries where:

A. progress toward implementation of the employment standards in the Code is no longer being made; and

B. compliance with the employment standards in the Code is deemed impossible. The University shall make such determinations based upon examination of reports from governmental, human rights, labour and business organizations and after consultation with the relevant Licensees and reserves the right to share these reports or actions proposed with other institutions and purchasing consortium.

VII. Remediation: Remedies herein apply to violations which occur after the Effective Date of the Code.

A. If a Licensee has failed to self-correct a violation of the Code, the University will consult with the Licensee (for itself and on behalf of its contractors, subcontractors, or manufacturers) to determine appropriate corrective action and reserves the right to share these reports or actions proposed with other institutions and purchasing consortium.

B. The remedy will, at a minimum, include requiring the Licensee to take all steps necessary to correct such violations including, without limitation:

1. Paying all applicable back wages found due to workers who manufactured the licensed articles.
2. Reinstatement of any worker found to have been unlawfully dismissed.

C. If agreement on corrective action is not reached, and/or the action does not result in correction of the violation within a specified reasonable time period, the University reserves the right within public procurement law, to engage in discussion with a view to the Licensee taking its own voluntary steps to

1. terminate its relationship with any contractor, subcontractor, or manufacturer that continues to conduct its business in violation of the Code, and/or
2. withdraw its services with notice but without compensation in order to continue to conduct its business in violation of the Code.

D. In either event, the University will provide the Licensee with the opportunity to engage in dialogue which will take place within thirty (30) days written notice. In order to ensure the reasonable and consistent application of this provision, the University will seek advice from the Worker Rights WRC regarding possible corrective measures compatible with public procurement law. The WRC does not have the power to act as an agent of the University in relation to Licensees, suppliers or purchasing consortia.

The University day to day point of contact is the Director of Procurement, failing whom the Director of Corporate Services as *Sustainable Procurement Champion*



**FAIRTRADE
FOUNDATION**

3rd Floor, Ibex House
42 - 47 Minories
London EC3N 1DY
T: +44 (0)20 7405 5942
F: +44 (0)20 7977 0101
www.fairtrade.org.uk

FAIRTRADE UNIVERSITY / COLLEGE STATUS RENEWAL FORM

Complete and return to renew your Fairtrade status!

Gaining Fairtrade University or College status is a fantastic achievement, but is just the start of a Fairtrade University or College's ongoing commitment.

A copy of this form should be completed and returned to us accompanied by supporting evidence one year after getting your first certificate from the Fairtrade Foundation and then every second year to show the continuing progress towards each goal, and enable us to best support your ongoing work raising awareness of Fairtrade.

Please email it with your supporting evidence to volunteer.university@fairtrade.org.uk. You can also post hard copy supporting evidence to: Fairtrade Universities and Colleges, Fairtrade Foundation, 3rd Floor, Ibex House, 42-47 Minories, London EC3N 1DY.

NB: Please check the Fairtrade Foundation website to ensure you have the most up to date version of this form, goal information and supporting document expectations.

Name of University/College:	University of Edinburgh
Contact name:	Evelyn Bain
Position of contact:	Procurement Manager
Address:	9-16 Charles Stewart House, Edinburgh, EH1 1HT
Telephone:	0131 650 2506
E-mail address:	Evelyn.Bain@ed.ac.uk
Total number of students enrolled:	28,974 (up to 2012)
Date of submission:	July 2012

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Goal 1: The Student Union (SU) and the University/College authorities sign a Fairtrade policy.

Annual review of policy to deepen the university/college commitment.

How has the policy been maintained? Has anything been added to the policy following review? How is the Students' Union implementing the policy? How is the University/College Authority implementing the policy? Please include a copy of the latest policy.

Actions taken:

Authority: The University Mission includes *"Make a significant, sustainable and socially responsible contribution to Scotland, the UK and the world, promoting health and economic and cultural wellbeing."*

Vice-Principal Mary Bownes leads on one of Six Strategic themes of *Promoting Equality, Diversity, Sustainability and Social Responsibility* in the University Strategic Plan 2008-12, which refers to retain Fairtrade status. <http://www.docs.sasg.ed.ac.uk/gasp/strategicplanning/StrategicPlan.pdf>

The University has recently published a wide-ranging Social Responsibility and Sustainability (SRS) Strategy which incorporates the fair trade strategic aims and wider SRS targets and plans.

This is being monitored closely and our Fairtrade Steering Group policy is being updated/reviewed.

[http://www.docs.csg.ed.ac.uk/EstatesBuildings/Policies/Social Responsibility and Sustainability Strategy 2010.pdf](http://www.docs.csg.ed.ac.uk/EstatesBuildings/Policies/Social%20Responsibility%20and%20Sustainability%20Strategy%202010.pdf)

The University Sustainable Procurement Strategy has been redrafted and is being updated for reference to the Scottish Sustainable Procurement Action Plan 2010, which mentions Fair Trade.

We are actively influencing the public procurement reforms on SRS and related issues as well.

The convenor of the University Fairtrade Steering Group (our Director of Procurement) signed the Fairtrade Foundation letter on behalf of the University online to the EU Commission regarding social considerations in public procurement to help fair trade policy in public tenders and contracts.

http://www.fairtrade.org.uk/get_involved/campaigns/fairtrade_towns/civil_society_support_for_the_inclusion_of_fair_trade_fairtrade_in_public_procurement_needed.aspx?dm_i=5QB,6P8P,1O9214,GKL9,1

Setting up of an academic network (Karen can you offer wording)

- We have started to review our group's remit in the light of the Strategic Plan for next year.

Update on NUSL-level action: As a result of policy pushed by the Students' Association (EUSA) NUSL committed to a total switch to Fairtrade hot beverages at the beginning of 2007. We requested an update recently and this switch has been confirmed and is being maintained. We understand that NUSL has a dilemma with an exclusive new coffee they are bringing in, in that it is very much a fairly-traded product but unlikely to get the Fairtrade mark. They are concerned about the implications of this for universities with Fairtrade status. We are also finding NUSL supply chain for Fairtrade bananas unreliable. VPS is going to take this up prior to the new student year. EUSA will not be affected as it doesn't actually buy hot drinks through NUSL.

The University of Edinburgh Assistant Director of Catering is still a Director on the board of the "TUCO Organisation Ltd" which represents all in-house catering in further and higher education institutions in the UK. Now into its second year of operation he has a direct influence on the

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procurement strategy of the wholly owned subsidiary company TUCO Purchasing Ltd (TPL). TPL has a dedicated staff of procurement specialists based in Salford providing the procurement service and contract management for a range of contracts/framework agreements now with a combined value of over £90m and this continues to grow. Both in addition to supporting national collective public sector procurement for all in-house HE and FE catering operators, there are specific contracts in place to enable a range of fairtrade products to be purchased such as wine from Mathew Clark, and a contract called “Confectionary, Snacks, Cakes and Ancilliary Products” which commenced October 2011 for two year and enables a range of “grab and go” Fairtrade cakes, cookies etc. to be purchased and the University of Edinburgh buys an extensive range as these contracts also enable competitive prices to be achieved due to volume whilst still including the Fairtrade premium.

See:

www.tucopurchasing.co.uk

Therefore though this national Director role the University of Edinburgh is able to go much further than representing just one University’s interests and is able to influence the provision and increase the range of contracts providing Fair trade products where available. These are listed clearly as a requirement of any Invitation to Tender and scored accordingly. A range of heads of catering at other Universities and Colleges in Scotland are also nominated regional champions and thus TUCO as a membership organisation for in-house caterers directly involves the actual purchasing in the tender specifications and scoring of new contracts.

See appendix A for list of commodity champions

In addition The University of Edinburgh some specific institution only agreements for such products from “Green City Wholefoods in Glasgow” Thus enabling the achievements of a number of areas as part of the University wider sustainability agenda from reduction in food miles/carbon footprint as well as ensuring local employment and also that Fairtrade products are available.

Result: Goal Maintained or Not

Comments and further appropriate actions:

TO BE COMPLETED by the FAIRTRADE FOUNDATION

Goal 2: Fairtrade products including food and cotton are made available for sale in all campus shops. The availability and use of Fairtrade products throughout the university/college increases year on year. The university/college and Student Union commits to sourcing Fairtrade cotton products in their purchasing (for example staff uniforms, course wear and merchandise)

Is there a wider variety of products now on offer? What new products have you investigated bringing on to campus? What Fairtrade cotton products have been purchased by the university/college/SU? How are Fairtrade products promoted at the point of sale?
--

Actions taken:

- The University continues to look at opportunities for all new products. There is an on-going rationalisation of Coffee, Tea and hot chocolate suppliers which has now been concluded. The position still remains that ALL hot beverages served in the University catering outlets are Fairtrade by default and there is no other option. Original position with suppliers was:

Mathew Algie – based in Glasgow (Scotland)

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Caber Coffee - based in Aberdeen (Scotland)

Coffee Conscience – based in Perth (Scotland)

Café Bar – based in England

The University is now at a stage where only two suppliers exist which are Mathew Algie and Coffee Conscience. The former provide all Fairtrade Coffee and for all commercial activity from in day meetings, academic conferences, training days, weddings, and other events.

Coffee Conscience has now been brought fully on stream January 2012 for all others areas and for espresso type products. This company roasts green coffee beans in Glasgow and Dundee and has its main distribution centre in Perth; the result is a reduction in food miles and carbon footprint. Whilst all coffee is Fairtrade, Coffee Conscience in partnership with the University are also running a number of promotions to further benefit local community projects and to plant community orchards.

See appendix B – Coffee Conscience Promotions

See appendix C – Coffee Conscience Community flyer

See Appendix D – Community Orchard Picture

See Appendix E – Hamper Promotion

Growth in Fairtrade Hot Beverage consumptions has seen a significant increase over the past two years. Early signs for 2011/2012 look like there will be further strong growth. Hot chocolate has seen the greatest growth further machines have now been installed as standard in all catering units.

Cups sold

Product	2009/2010	2010/2011
Tea	644,400	754,500
Coffee	1,480,840	1,633,440
Hot Chocolate	28,750	312,500

Note: University financial years run August to July

- In respect of rice usage, The University of Edinburgh was instrumental in setting up a relationship with “Just Trading Scotland” who are a local supplier based in Paisley and just by chance had a stall at the first ever University and College Fairtrade Conference held during Fairtrade Fortnight 2009. After speaking with the owner, The University now buys its rice and lentils through “Just Trading” directly from Malawi. Only primary education is free in Malawi but for every 90KG of rice purchased, we can sponsor a child there to attend High School. In addition, to further roll out this initiative, the Assistant Director (Catering) enabled “Just Trading” to present to a range of heads from the Higher and Further Education sectors at a recent Scottish regional meeting of The University Caterers Association (TUCO) to look at opportunities to roll out use of this rice throughout the sector in Scotland.

The growth has been significant over the past two years as demonstrated below:

Product	2009/2010	2010/2011
White Rice	60 kilos	2,280 kilos
Brown Rice	60 kilos	878 kilos

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Whilst farmers in Malawi can decide if they want to spend their premium in Schooling for children or other essential items is the flyer as per appendix F is used then the University of Edinburgh could potentially have enabled 35 children in Malawi to attend High School.

See Appendix F – Malawi Rice Flyer

See Appendix G – Presentation given to recent TUCO Regional Meeting

- EUSA continues to expand the range of Fairtrade products stocked in its shops. The cotton clothing range has been expanded to T-shirts as well as hoodies and now makes up more than half of The University of Edinburgh clothing items on sale. For Fairtrade Fortnight 2009, the University of Edinburgh Gift Shop (run by University communications and media not EUSA) also permanently switched its T-shirt ranges to Fairtrade cotton, sourced from Epona.
- The students' union shops have introduced numerous new Fairtrade snacks and chocolates.
- EUSA have won a catering contract to supply a catered facility at the National Library of Scotland. Fairtrade goods will form an integral part of this agreement which will include tea, coffee, chocolate, sugar, confectionary, fruit, juices and wine etc. This hosted the City Fairtrade breakfast during Fairtrade Fortnight 2010 when the Lord Provost gave NLS a Fairtrade Award.
- The University of Edinburgh Procurement Office has agreed to join the WRC Workers Rights Consortium which is managed by People & Planet. The WRC will review all suppliers on existing agreements for Corporate Clothing and all other variable clothing which is purchased from these agreements. Future tenders will declare the membership of the WRC and the process of checking the supply chain before award.

Ongoing:

EUSA sales of tea and coffee in the students' union venues across the campus during 2011-2012 totalled 271,215 cups of tea and coffee. EUSA has also sold over 1,500 cans of Ubuntu/Fairtrade cola as well as juices, snacks, chocolate and 95 bottles of Fairtrade wine in the student union bars.

Total sales value within the student shops during 2009-2010 was £27,000 the total portfolio of products was as follows: Fruit Juice, Ubuntu Cola, Chocolate, Coffee, Tea, Snacks and Wine.

Fairtrade consumption figures for the University (out with EUSA) for the period March 2009 – February 2010 are 1.05 million cups of coffee, 800,000 cups of tea, 558,000 sticks of Fairtrade brown and white sugar during the same period.

Total for both university and students union is some 2.12m Fairtrade beverages sold in a year.

Outlet	Caterer	Product	Brand	Supplier	Retail Price	Sales 08/09	Sales 09/10

Result: Goal Maintained or Not
Comments and further appropriate actions:
TO BE COMPLETED by the FAIRTRADE FOUNDATION

Goal 3: Fairtrade products are served at all meetings and events hosted by the University /College and the Student Union (or equivalent), including internal management meetings.
Tea, coffee and sugar to be served as standard with other Fairtrade products being introduced (e.g. biscuits and juice) where possible.

What further steps has the university/college taken to make Fairtrade products more widely available in meetings? Are Fairtrade products served in conferences? Are Fairtrade juices, wine, fresh fruit and snacks available? Are all departments using Fairtrade tea and coffee?

Actions taken:

The University of Edinburgh in-house catering continues to offer a full range of Fairtrade hot beverages, sugar, wines and fruit. These are available to all as can be seen by growth figures provided.

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Host	Caterer	Meetings/Events	Product	Brand	Supplier

Result: Goal Maintained or Not
Comments and further appropriate actions:
TO BE COMPLETED by the FAIRTRADE FOUNDATION

Goal 4: Campaigns are run on campus to increase the understanding of Fairtrade and consumption of Fairtrade products. This should include student events, actions and trade justice awareness raising as well as integrating Fairtrade in to subject teaching where appropriate and using a social media group for your campaign (i.e. facebook, twitter)

What additional events have been organised over the past year? What press/media coverage has been achieved? Please include as many photos and examples of coverage as possible. Has teaching on Fairtrade been incorporated in to any courses? Have you used a social media tool to promote your activities?

Actions taken:

- EUSA main website featured a Fairtrade news link before and during Fairtrade Fortnight 2010/2011. We invited press to events
- The Fairtrade status is now featured in articles in the Prospectuses for both undergraduate and postgraduate students. Our Strategic Plan has wide publicity and refers to our Fairtrade status.
- EUSA now includes the Fairtrade logo, with the line ‘Proud to be a Fairtrade Union’ at the bottom of all letter-headed paper.
- APUC sent an eZine item to the Universities Scotland and Scotland’s Colleges (Principals/VCs group), Scottish Funding Council and the Procurement Networks for colleges and universities
- EAUC publicised the events on their website as did the Scottish Fair Trade Forum and p&p.
- The University Procurement Office has a dedicated link on their web site offering up to date information and news about Fairtrade refer to link;

<http://www.ed.ac.uk/about/sustainability/fairtrade/home>

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(Internal) SEAG Paper up to 2012 Fairtrade Steering Group Report

Link to reports:

www.seag.estates.ed.ac.uk

(Internal) Report from People and Planet Re: Fairtrade review 2011/2012

People and Planet society were involved in a number of Fairtrade (FT) activities throughout the 2 years, promoting FT, celebrating FT and campaigning for trade justice.

It began as usual with a hectic Freshers week, in which we introduced new students to FT with a picnic and football game using a FT football and of course eating FT food. There was a talk and discussion about what Fairtrade means at our day long event.

One of the first activities we did was to send one of every Scotmid FT item to the Danish FT foundation. They had asked us to do this so they could persuade Danish supermarkets to stock more FT.

The main campaign for the year was the 'schools campaign'. Our idea was to visit local schools and do assemblies/presentations about FT. This took lots of planning, and we were disappointed in the end to only have one reply so far (we did a very successful assembly and 3 presentations at this school). We have not given up however and are looking at other ways to approach the schools. We did however do a presentation at the Edinburgh Art College who are now well on their way to becoming Fairtrade.

People and Planet helped with the organisation of the first ever Scottish Universities and Colleges FT conference, at the end of FT fortnight. Other FT fortnight events included a Fashion show, olive oil tasting from local company 'Equal Exchange', a chocolate fountain, and a FT football tournament.

Throughout the year there were a number of other events – a debate hosted by Norman Chipakupaku, FT vs. non-FT tasting, a talk by a Honduran Union worker on the impact of trade justice, and we helped out at the Scottish Fairtrade Forums campaign day.

We have recently petitioned the student union to stock more FT products, and will be meeting up with their shop manager soon to discuss this.

Finally, our latest project is to create a FT naked calendar, promoting Fairtrade!

Student campaigns

Students worked on a number of Fairtrade campaigns.

- Working with the Student Union to provide information boards 1 meter in size which were displayed giving information about Fairtrade at the University of Edinburgh.
- Asking for the Train companies to offer Fairtrade products
- Plans are underway to ask students at The University of Edinburgh to visit schools to discuss the benefits and ethos of the Fairtrade Foundation.

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- Volunteer works with the Scottish Fair Trade Forum to help make Scotland a Fair Trade nation.

Fairtrade Fortnight 2011/12

All those involved with Fairtrade at the University of Edinburgh managed to pull together a packed programme of events for FT Fortnight, demonstrating that there is still a great deal of enthusiasm for the cause.

The University of Edinburgh's 8th birthday, with the Programmes shown below:

<http://www.ed.ac.uk/about/sustainability/fairtrade/home>

Fairtrade Fortnight saw Edinburgh University celebrate its eight anniversary as Scotland's first Fairtrade University

What next?

With Edinburgh Napier University we have had a motion passed by the Edinburgh Fairtrade City Initiative steering group to set up a city-wide universities and colleges subgroup and we have some sponsorship towards assisting others in carrying forwards the pledges made at the Conference itself.

What EUSA has been doing?

EUSA has moved forward significantly with regard to the Environment and sustainability and now lead the UK as the best Student Union in the country in this area. The following are some highlights from this year:

- Sound Impact 2010 winners (100 student unions participated). Top Student Union in UK for actions in the Environment. This encompassed a great deal of work and effort and EUSA are immensely proud of this achievement.
- Developed a EUSA Environmental and Ethical Strategy which comprises their plan for the next decade and how they can aim to tackle climate change on campus.
- Launched EUSA website and work on 10:10 to try to reduce University carbon footprint by 10%.

How EUSA will interact with the University in the future?

EUSA's interaction with the University is crucial as students have led the environmental cause and it is a key concern of EUSA's 28,974 members who make up the majority is the University campus. The following people will be the contact within EUSA and everything relating to the representation on the Environment should flow through these individuals:

Philippa Faulkner , Vice President Services

- Philippa will be the main contact within EUSA and has sabbatical responsibility for Environmental issues.
- Philippa will sit on SEAG
- Philippa will receive reports on FSG activity from the other EUSA elected reps.
- Philippa will chair EUSA's internal Environmental and Ethical committee

The staff contact at EUSA who will be the daily contact for general environmental issues and concerns:

- Davie Gray is the contact for all daily matters relating to the environment
- He will be the source of most information in this area and will direct you to the appropriate person where relevant

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- He will attend SIFTIG meetings where deemed appropriate
- He updates the VPS where appropriate on issues arising within this area

The University of Edinburgh's 7th/8th birthday, with the Programmes shown below

Events:

<http://www.ed.ac.uk/news/events/fairtrade-220210>

Date	Event	Students/staff attended	Description/aims
During Fairtrade Fortnight 2011	Take your tutor or Teacher out for tea	Students	To enable students to discuss fairtrade with their tutors/teachers
Weekly 2011	Prepare soup, baked goods	Students	Held within the Chaplaincy to assist with fundraising for various charities
21 st January 2011	Workshop	People & Planet	Leith Primary School , lasting one hour , teaching and discussing fairtrade
28 th January 2011	Fair Trade Coffee morning	People & Planet	Fairtrade group meeting to debate and discuss fairtrade
5 th May 2011	Cameron House Nursery School	People & Planet	Workshop based on games and stories from Charlie and Lola who learn whether it is fair or not fair that workers get paid so little
6 th May 2011	Fair Trade Coffee morning	People & Planet	Performing a play, held coffee stalls and goodies stall, all parents welcome. Fundraised £150
8 th November 2011	Fairtrade committee	People & Planet	First meeting of the fairtrade committee
December 2011	Fairtrade Stall at Christmas Faire	People & Planet	Attending and organising the stalls at the Fairtrade Faire, stall with tea/coffee fundraising with Leith Primary School and partner in Uganda Bodongo School. Organised a raffle and Fairtrade Christmas quiz
27 th February – 11 th March 2012	Keep Cups	All staff and Students	Accommodation Services Keep Cup promotion in all catering outlets within the campus
27 th February – 5 th March 2012	Fairtrade soup Banana and Peanut	Staff and Students and members of the public	On Mondays within the Chaplaincy auditorium spread the word
1 st March 2012 2pm – 3.30pm	Fairtrade afternoon tea and the baking society	Staff and Students and members of the public	Held within the Chaplaincy auditorium, opportunity to discuss what fairtrade is about and the products which can be

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			purchased
3 rd March 2012	Fairtrade football event	Staff/Students and members of the public	Held in the meadows park using Fairtrade footballs
5 th March 2012 7pm to 9pm	Hearty Squirrel Make Your FT chocolate bar. The chocolate making will be followed by an informal discussion and debate about whether FT is going far enough	Staff/Students and members of the public	Held within the Chaplaincy auditorium debate about Fairtrade
7 th March 2012 VIP event	Cabinet Secretary and producer : Scottish Fair Trade Forum Fiona Hyslop MSP to deliver 'Scotland - Fair Trade Nation' keynote speech + Norma Gadea Paiva, a Nicaraguan coffee farmer from SOPEXXCCA Coffee Co-operative to attend with Felicity from Equal Exchange who will translate	Staff/Students and FT City Council	Held within the Chaplaincy auditorium
8 th March 2012	INTERNATIONAL WOMEN'S DAY - Evening lecture by Philippa Gregory,		Held in the Paterson's Land Building - lecture-debate
8 th March 2012	Hanan Alsaneh's talk "Bedouin Women of the Negev - Empowerment Through Fair Trade	Staff/Students/ members of the Public	Held in the St George's West Church, 58 Shandwick Place
12 th May 2012	World Fairtrade Day Football event, prizes on offer are wine, beer and footballs, free snacks on offer	Staff/Students/ members of the Public	The Meadows Park Edinburgh

Further details (Please give details of special events or promotions and attach copies of any relevant articles and images):

Any other progress or achievements (e.g. Fairtrade teaching in courses, collaboration with other Fairtrade campaign groups, other creative campaigning):

Result: Goal Maintained or Not

Comments and further appropriate actions:

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Goal 5: A Fairtrade Steering Group is established, with representatives from the student body, University/College staff and catering or procurement department.

How often has the group met over the past year? How have they maintained the work? Please include 2 sets of minutes and an up to date list of steering group members and contact details. Tick the e-news column to add group members to our mailing list.

Name	University position	Steering group role	Contact details	Key contact? (detail)	E-news
Karen Bowman	Director of Procurement	Convener	Karen.bowman@ed.ac.uk	0131 650 2508	Yes
Dr Kenneth Amaeshi	Senior Lecturer	member	Kenneth.Amaeshi@ed.ac.uk		Yes
Evelyn Bain	Procurement Manager	member	Evelyn.Bain@ed.ac.uk		Yes
Eleanor Cowie	Press & PR Officer	member	Eleanor.Cowie@ ed.ac.uk		Yes
Philippa Faulkner	EUSA VP	member	vps@eusa.ed.ac.uk		Yes
Davy Gray	EUSA Environmental Manager	member	David.Gray@eusa.ed.ac.uk		Yes
Stephanie Hay	Development & Alumni	member	Stephannie.Hay@ed.ac.uk		Yes
Prof Tim Hayward	Director of Just World Institute	member	Tim.Hayward@ed.ac.uk		Yes
Angela Lewthwaite	Estates and Buildings	SEAG secretary	Angela.Lewthwaite@ed.ac.uk		Yes
Ian Macaulay	Assistant Director of Catering	member	Ian.Macaulay@ed.ac.uk		Yes
Rev Ali Newall	Associate Chaplain	member	Ali.Newall@ed.ac.uk		Yes
Jane Rooney	Estates & Buildings	Secretary to the group	Jane.Rooney@ed.ac.uk		Yes
Emma Saunder	People & Planet	member	e.l.saunders@sms.ed.ac.uk		Yes
David Somervell	Sustainability Adviser	member	David.Somervell@ed.ac.uk		Yes
Co-conveners of Fairtrade Café students	Edinburgh University People & Planet				

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Actions taken:

- The joint staff-student Sustainability Issues and Fairtrade Group (renamed Fairtrade Steering Group**) met 10 times during the past 24 months under the convenership of the Director of Procurement (for the Vice Principal)*.
- *people & planet* – student campaigning society – joined the group during 2005-2006 and continues to proactively assist the FSG group during 2011-2012.
- The EUSA President and Vice President sabbatical reps change each year (but are almost always elected with commitments to promoting the Fairtrade message) and we now have EUSA Ethical officer (or equivalent) who support the students association ethical stance.
- Students from any Fairtrade and related societies are encouraged to self-nominate.
- Staff who have an interest are encouraged to self-nominate or be corresponding members.
- Staff from the Press Office joined in place of a Communications and Marketing colleague.
- The Director of Procurement and the Procurement Manager worked tirelessly as volunteers with the City of Edinburgh Council Fairtrade Initiative, now also involved in two subgroups.
- FSG group reports progress 3 times a year to The University of Edinburgh Sustainability and Environmental Advisory Group (SEAG), a Committee of the University of Edinburgh Central Management, chaired by a Vice Principal.
- Progress will be monitored against SRS objectives for social responsibility and sustainability.
- We have started to review the group's remit in the light of the Strategic Plan.

* Vice-Principal Professor Mary Bownes leads on one of Six Strategic themes of Promoting Equality, Diversity, Sustainability and Social Responsibility in the University Strategic Plan 2008-12.

** The Sustainability Issues are now being supported by a new SEAG-Operations Group, convened by the Director of Corporate Services and covering all major operations in the University. The Director of Corporate Services is now also our Sustainable Procurement Champion
<http://www.docs.csg.ed.ac.uk/Procurement/Pipsnews/Pipsnewsletterfeb10v2.pdf>

FSG will inform SEAG-OPS of any operational issues to get them to seek practical solutions for all.

Fairtrade Steering Group minutes, see <http://www.seagfsg.estates.ed.ac.uk/#>

Future plans (Please identify any future plans and areas that you would like to focus on for the next year):

Result: Goal Maintained or Not

Comments and further appropriate actions:

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Signature: also refer to Goal 5 Steering Group Members

Signed: _____

Name: _____

Position: _____

Date: _____

If this document is submitted in electronic format it can be deemed signed by the names detailed above and Goal 5 List of Steering Group Members.

Notes:

* When referring to Fairtrade University / College status, Fairtrade products (i.e. products which carry the FAIRTRADE Mark) and Fairtrade in any context relating to the Fairtrade Foundation, Fairtrade should always be written as one word with a capital 'F'.

TPL REGIONAL COMMODITY CHAMPIONS (RCC)

FRAMEWORK AGREEMENT	Framework Period	North East	North West	Scotland & N Ireland	Southern	London	Oxford	Cambridge	West & Wales	CPC	LAs
Fresh Fruit & Veg	11 January 2010 to 10 January 2013 with the option to extend annually to 10 January 2014. The Framework Agreement has been extended to 10 January 2013.	Vicky Gray (University of Sheffield)	Damian Barker (University of Manchester)	Not required as with an APUC contract	Terry Hope (Anglia Ruskin University)						Ella Coackley (Halton Borough Council)
Fresh Meat & Poultry	01 June 2009 to 28 May 2011 with the option to extend annually to 31 May 2013. The Framework Agreement has been extended to 31 May 2012.	Sarah Cade (Nottingham Trent University)	Nichola Gill (University of Manchester)	Not required as with an APUC contract	Dave Morten (University of Winchester)						Joy Bridle (Cheshire East Council)
Disposables, Kitchen Chemicals & Dishwasher Detergents	01 May 2011 to 30 April 2013 with the option to extend annually to 30 April 2015.	Mark Mullaney (University of Hull)	Jonathan Whittle (Royal Northern College of Music)	Elizabeth McClellan (Coatbridge College)	Karen Knight (University of Nottingham)					Michaela Booth (Salford City Council)	Vanessa Heritage - Smith (Wrexham Council)
Confectionery & Snacks	03 October 2011 to 30 September 2013 with the option to extend annually to 30 September 2015.	Bryan Taylor (Northumbria University)	Dawn Vincent (Stoke-on-Trent College)	Alan Riddell (University of St Andrews)	June Cockerill (University of Warwick)	Gill Fawcett (University of London Royal Holloway)			Ben Seymour (University of Bristol)	Martin Angell (CPC)	
Grocery & Provisions	03 August 2009 to 31 July 2011 with the option to extend annually to 04 August 2013. The Framework Agreement has been extended to 02 September 2012.	Joanna Fulton (Sheffield Hallam University)	Ann Bickerstaffe (University of Liverpool)	Sandra Duncan (Napier University)	June Cockerill (University of Warwick) Karen Knight (University of Nottingham)	Gill Fawcett (University of London Royal Holloway)					Ella Coackley (Halton Borough Council)
Frozen Foods & Chips	10 January 2011 to 09 January 2013 with the option to extend annually to 09 January 2015.	Mark Agar (University of Leeds)	Ann Bickerstaffe (University of Liverpool)	Stewart Hutt (Dundee College)	Jean Piper (University of Brighton) Karen Knight (University of Nottingham)					Natalie Ledger (Sheffield College)	Ella Coackley (Halton Borough Council)

TPL REGIONAL COMMODITY CHAMPIONS (RCC)

FRAMEWORK AGREEMENT	Framework Period	North East	North West	Scotland & N Ireland	Southern	London	Oxford	Cambridge	West & Wales	CPC	LAs
Hot Beverage Dispense Equipment + Ingredients	01 September 2011 to 31 August 2015.	Sarah Cade (Nottingham Trent University)	Jonathan Minshull (University of Manchester)	No commitment to contract from region	David Jones (University of Hertfordshire) Martin Batt (University of Reading)				Helen Anzani (University of Glamorgan)	Martin Angell (CPC)	
Catering Light Equipment	06 July 2009 to 04 June 2011 with the option to extend annually to 01 June 2013. The Framework Agreement has been extended to 01 June 2013.	Mark Mullaney (University of Hull)	Ann Bickerstaffe (University of Liverpool)	John Clark (Cardonald College)	Derek Morten (University of Reading)						Sandra Stevenson (Flintshire County Council)
Fresh Milk and Bread (NWUPC)	04 January 2012 to 03 January 2014 with the option to extend annually to 03 January 2016.	Lucy Graham (Loughborough University)	Ann Bickerstaffe (University of Liverpool)	Not required as with an APUC contract	Karen Knight (University of Nottingham)						Lynda Wright (Wrexham County Borough Council)
Soft Drinks incl Fruit Juice Concentrated	01 September 2010 to 31 August 2014.	Lucy Graham (Loughborough University)	David Nuttall (Harper Adams University College)	Elizabeth Smith (City of Glasgow College)	Karen Knight (University of Nottingham)						
Innovative Catering Concepts	22 March 2010 to 21 March 2012 with the option to extend annually to 02 May 2014. The Framework has been extended to 21 March 2013.	Lucy Graham (Loughborough University)	David Nuttall (Harper Adams University College)	No commitment to contract from region	Karen Knight (University of Nottingham)						
Sandwiches	15 March 2010 to 14 March 2014.	Jane Colbourne (University of Birmingham)	Sue Warrander (Keele University)	Ian Macaulay (University of Edinburgh)	Vicki Boyd (University of Warwick)				Helen Anzani (University of Glamorgan)		

2012-13 Poster Concepts



Loyalty Card Scheme

One, Two, 'Tree' Scheme :

Purchase 3 premium drinks and return your completed card to help provide 3 Scottish community orchards and show your support towards carbon offset.

200 completed cards = 1 apple tree



Ask for fairtrade products here www.fairtrade.org.uk





Loyalty Card Scheme

Scheme : Purchase 6 premium drinks and return your completed card for an additional donation to the Scottish community trust and show your support towards carbon offset.

200 completed cards = 1 apple tree



Ask for fairtrade products
here www.fairtrade.org.uk



BLACK OR WHITE?

Whichever way
you like your hot
beverage we ensure
Social and
Environmental
responsibility

Carbon Offset Initiatives
Lowering Carbon Footprint
Third Sector Community Support
Local Manufacturer Sourcing
Local Food Support
Waste resource Initiatives
Considerate Recyclable Packaging
Supporting Developing Countries
Bringing Communities Together

IN EVERY CUPFUL

Coffee Conscience
— the name on everyone's lips —



Ask for fairtrade products
here www.fairtrade.org.uk



Sow the Seed

Your hot beverage purchase supports local community projects by providing seeds for growing vegetables within community gardens. Helping the environment and lowering the carbon footprint.




Ask for fairtrade products here www.fairtrade.org.uk





Mushroom Management

Kept in the Dark and Feed Grit

.....  Grit at least! Your coffee waste grouts are collected, compressed, and repackaged with seed to harvest fresh mushrooms. Another problem solved for your environment



Ask for fairtrade products here www.fairtrade.org.uk





FAKE or FIR?

Fake of course But we need to preserve our environment and support carbon offset. Complete your beverage loyalty card and your donation will help provide fir trees for community projects...another sustainable solution.



Ask for fairtrade products here www.fairtrade.org.uk





Dual Reward Hot Beverages

Your purchase contributes support to Fairtrade developing countries as well as supporting local community projects.



Ask for fairtrade products
here www.fairtrade.org.uk





Every Cup Contributes!

Not only do Fairtrade communities benefit from your purchase but an additional 2.5% of all your Fairtrade hot beverage case purchases is donated to a Scottish community trust for carbon offset projects..... the responsible option.



Ask for fairtrade products here www.fairtrade.org.uk



25th February 2012

Dear Customers,



Moffat Can receiving their Apple, Pear, and Plum trees



Rothesay Community Orchard receiving a selection of orchard trees



Musselburgh based Housecall—delivery of 20 orchard trees for their community garden supporting adults with learning and physical difficulties

Coffee Conscience would like to thank all of our customers for their support in raising 60 fruit trees for 3 Community Orchards in Scotland. Based on our contribution and promotional activity, we reached our target in the first week of February 2012. Following this success, we have continued the drive to add further trees (18 to date) for community orchards to be selected and planted in November 2012.

The 3 community groups in Musselburgh, Moffat, and Rothesay were delighted by the contribution this will make for their communities and the environment.

If you have a particular local community project who may be able to benefit, then please contact us at info@coffeeco2go.co.uk or visit our customer website at www.coffeeco2go.co.uk

A new consumer website at www.coffewithconscience.co.uk will be launched later this month to allow you and your customers to learn more and see the real impacts Coffee Conscience is delivering to support developing countries and third sector community groups.

On behalf of our team at Coffee Conscience and the 3 community groups,

Thank You

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Thank You

Thank You
Coffee Conscience
**For Supporting Our Communities,
Social Responsibilities, and the Environment**

Coffee Conscience

The name on everyone's lips



www.coffeeconscience.com

Coffee Conscience
— the name on everyone's lips —



PRIZE DRAW

PURCHASE ANY HOT BEVERAGE, RECEIVE A RAFFLE TICKET, AND YOU COULD WIN A SCOTTISH FOOD HAMPER FROM HIGHLAND FAYRE. (promotion subject to availability)



For illustration purposes only



Did you know that your Fairtrade Coffee Beans are Hand Roasted, Packaged and Distributed in Scotland?



Ask for Fairtrade products here
www.fairtrade.org.uk

*Supporting Local Scottish Manufacturers
to lower food miles*



For more info visit
www.coffeewithconscience.co.uk

Coffee Conscience
the name on everyone's lips



WINNING RAFFLE TICKET



For illustration purposes only

COLOUR

NUMBER

TICKET



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Hamper Contents



For illustration purposes only

Mackays Scottish Strawberry Preserve (113g)

Mackays Three Fruit Marmalade (113g)

Walkers of Aberlour Luxury Dundee Slab Cake (400g)

Walkers of Aberlour White Chocolate & Raspberry Biscuits (150g)

Dean's of Huntly Shortbread Rounds in a Gift Box (160g)

Highland Croft Scottish Traditional Handmade Tablet (95g)

James Aimer Fairtrade Tagged Tea

Coffee Conscience 250g Fairtrade Beans

Presented in a Luxury Red Gift Box finished with gold ribbon



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*Supporting Local Scottish Manufacturers
to lower food miles*



For more info visit
www.coffeewithconscience.co.uk



Take up the rice challenge!! It **ONLY** takes 90kg!

If a farmer in Malawi can sell 90kg of rice at a fair price, then he would have sufficient income to send one of his children to High School.



**Only 1 in 3 children attends High School in Malawi.
Education is one of the most effective ways to escape poverty.
You can make all the difference, if 90 people buy 1kg of rice each you can..**

Eat someone out of poverty!

Rice Challenge pack - 90 bags of rice (each 1kg), posters, information, presentation on CD, cooking instructions and recipes

You build a pile of rice and tell the story of how easy it is to make a difference while buying something you would use anyway.

Result - a farmer can afford to send his child to school for a year.

For more information, ordering, distribution etc -

Tel: 0141 887 2882 or visit:

www.justtradingscotland.co.uk

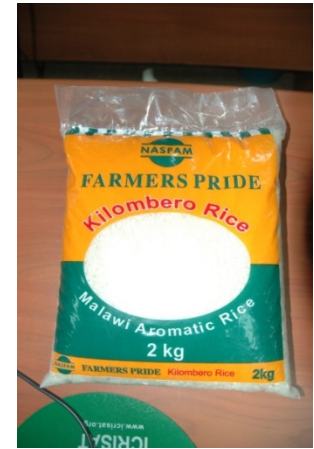




Introducing Malawi Kitchen Kilombero Rice

John Riches
Just Trading Scotland
March 2012





Kilombero Rice - East Africa's favourite top quality rice.

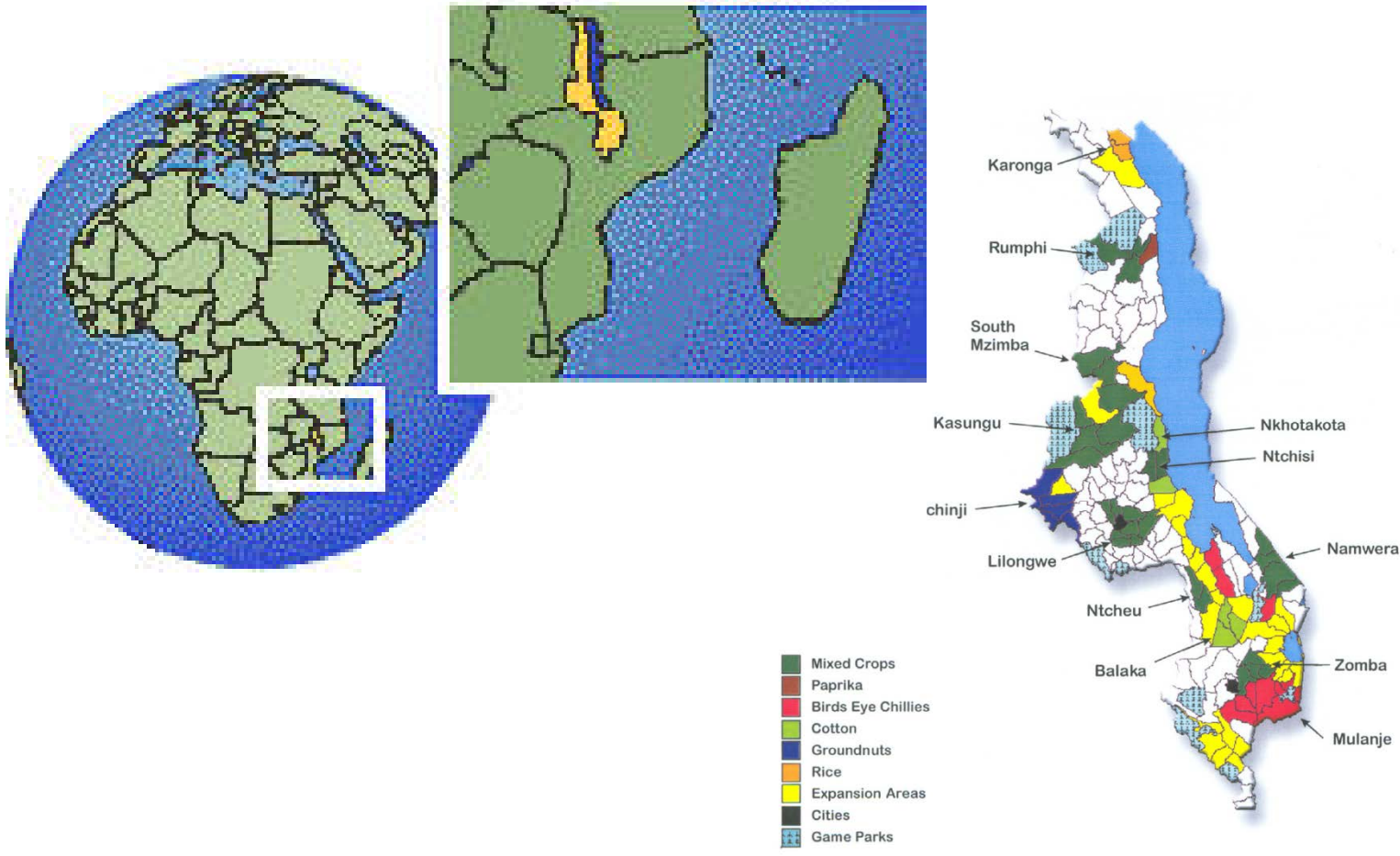
An unusual and highly versatile rice which can be used as an accompaniment to most dishes. Its ability to absorb flavours from vegetables, fish, and meat makes it ideally suited for risotto. Also excellent in rice salads and in rice pudding and.

An aromatic long grain rice generally not well known in UK. We believe it will gain brand recognition as the African Arborio rice.





Where does Malawi Kitchen Kilombero Rice come from and how does it get to Scotland??





Where does Malawi Kitchen Kilombero Rice come from?

NASFAM - the largest independent, smallholder-owned membership organization in Malawi.

- Founded on the principles of collective action and is democratically governed by its members.
- Most of its members have some 4 acres, work their land with only a hoe as a tool and have no secondary education.
- Provides training, reasonably priced farm inputs and a fair price for their products to its members.

Originally funded to support and organize smallholder tobacco production, since 1997 NASFAM has diversified production to other cash and food crops. It now has some 110 000 members in a large number of local associations.



MALAWI KITCHEN





How did Just Trading Scotland get involved?

Just Trading Scotland have been importing the rice for over 3 years.

Having been introduced to NASFAM at SECC trade fair in 2007, JTS has

- been sole UK/European importer of Kilombero rice from NASFAM since 2009
- visited regularly to consult on issues of quality, processing and supply
- been working with NASFAM (and Christian Aid and Norges Vel) since early 2011 to produce long-term development plan for developing rice production in Malawi to supply major European market.

JTS is a fair trade business that provides sustainable incomes and wellbeing for smallholder farmers and small producers in the developing world to help them work their way out of poverty and unlock their own potential.





Fair trade, fairly traded or Fairtrade?

Malawi Kitchen Kilombero Rice is fairly traded. It does not (yet) carry the Fairtrade Mark due to the level of investment and sophistication required by the farmers to achieve certification.





Why serve Malawi Kitchen Kilombero Rice in University/College Catering?

Strong link between feeding students in the UK and the fact that by serving 90kg of our rice you have bought enough to enable a farmer in Malawi to afford to send a child to secondary school for 1 year – in a country where only 1 in 3 children attends secondary school

If more universities serve Kilombero rice, increased volumes will enable farmers to bring their prices down, leading to further increases in sales and greater prosperity for farmers.

Particularly appropriate to take this up this year as Scotland counts down to becoming a Fair Trade Nation.

Scotland's going Fair Trade. Are you?





How to serve Malawi Kitchen Kilombero Rice in Catering - some advice from The University of Edinburgh

“It’s a great, versatile rice. We serve it with fish, chicken, red meats....”

The rice is best “braised” to give fluffy moist rice without it sticking together:

- Put the rice in chaffing or roasting dishes, cover with vegetable stock, add a couple of blocks of butter, a star anise and some herbs
- Cook for 35-40 minutes by which time the stock will have been absorbed and the butter will have given the rice a slight glossiness as well as preventing sticking
- Flick the rice with fork before serving and add some chopped chives and other herbs to suit

The University of Edinburgh cook ~1500 portions per meal.





Product Details

Cost – sold in 25kg bags at a £40 per bag – i.e. £1.60 per kg (also available in 3kg bags for £4.80). Available as white or brown rice. Aiming that as volumes increase unit price is reduced.

Quality – the rice is milled in Malawi in a state of the art mill. Once in UK, it is transferred to processors in Cambridge for colour sorting to check for any impurities. Bagging into smaller bags is done in Scotland. The rice is tested for Aflatoxins. As we become confident of the processing facilities in Malawi our aim is to increase the value add in country.





What support can JTS provide?

- Sample packs for your chefs to try out
- Posters
- Supporting literature and flyers including 90kg Challenge packs
- Pop up banners with initial orders

- Other products too! In particular lentils





**Thank You
and
Any Questions**

