

The University of Edinburgh

Fairtrade Steering Group (FSG) –Minute

Task Group of the Sustainability & Environmental Advisory Group

33rd Meeting: Thursday 24th May 2012 – 3pm – 4.30pm 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

<http://www.ed.ac.uk/fairtrade> <http://www.seagfsg.estates.ed.ac.uk>

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.
Present:	Benonia Manu, for Dr Kenneth Amaeshi
Apologies and / or unable to attend:	Dr Kenneth Amaeshi; Eleanor Cowie; Philippa Faulkner; Prof Tim Hayward; Ian Macaulay; Rev Ali Newell; Emma Saunders.
	Action
1	<p>Minute and Actions from Previous Meeting.</p> <ul style="list-style-type: none"> • Minute from previous meeting on 19th March agreed as an accurate record. • Benonia Manu, PhD research student in sustainability, was welcomed to the meeting. • Noted that the Holyrood cross-party Fair Trade Scotland working group had recognised the University of Edinburgh as setting an excellent example, and made specific mention of Ian Macaulay for his involvement in the Malawi Rice initiative. • Group noted transition period for EUSA Sabbatical Officers. KB liaising with Anna Maciulewicz re: handover. • Group thanked all the students involved with FSG this year, in particular PF for leading the FT campaign from a EUSA perspective, and ES for her outreach activities.

	<ul style="list-style-type: none"> • Noted the success of the FT14 Afternoon Tea as a model of initiative and co-operation that the group would like to encourage through EUSA/societies. • Noted the outreach from ES for People and Planet into local Schools • Noted the impact of the University Accommodation Services/Catering (IM) • Noted the leadership of Emmeline H and Amabel C on FT and workers' rights. <p>Actions:</p> <ul style="list-style-type: none"> • Group agreed to publish previous minute reflecting FSG debate on WRC. • JR to make previous minute available at http://www.seagfsg.estates.ed.ac.uk. 	JR
2	<p>Fairtrade Campaign Awards 2012</p> <ul style="list-style-type: none"> • Noted deadline of 31st July. • Noted potential for two or three individual /group nominations. • Noted concern that nominees from FSG should not be in competition with each other. Agreed to proceed with nominations provided they could be made in different categories. If not, group agreed to put all their support behind a single nominee to reflect the success criteria of FT campaign. <p>Actions:</p> <ul style="list-style-type: none"> • EB to prepare first draft of ES nomination and pass to KB and on to the group for all members to contribute. • DG to check if photos from the Afternoon Tea were available. 	ALL EB/ALL DG
3	<p>Workers' Rights Consortium</p> <ul style="list-style-type: none"> • Noted special thanks to EB for her work in support of the affiliation process. • Noted that the University had now formally joined and that the affiliation letter had been made available on the website at http://www.ed.ac.uk/schools-departments/procurement/sustainableprocurement/sustainable-procurement/wrc-affiliation • EB presented the proposed draft code of conduct document to the group, noting that it had already gone to SEAG Ops and CMG. • KB clarified the role of the document as an essential joining condition, based on WRC standard model which could be adapted to suit the individual institution. • Group discussed the possibility of retitling the document a "statement of intent" rather than a "code of conduct" and noted concern that this could go against the joining conditions and appear to water down our commitments. Noted that whilst accessible by the wider university community, the commitments within it would only apply to the small number of University staff actively involved in buying clothing, who had already been briefed as part of the user intelligence group and key buyers contacted by EB and who understood the nature and role of the document. 	

	<ul style="list-style-type: none"> • Group agreed to alter the title for clarity to “Code of Conduct in Respect of the Garment Trade.” Agreed that once minuted as approved by CMG, the document could be mounted on the WRC website under a modified contextualising preamble, to make clear its scope and coverage. • AL confirmed that these minor changes would not justify having to resubmit the document to SEAG Ops and CMG. Noted that actions would be reported to SEAG. • Noted the role of FSG in tracking the benefits of affiliation in order to be in a position to make recommendations going forwards. Noted that role of this group was not just to put the documents out, but to consider the consequences for different work areas within the University. • Noted that EUSA was not yet WRC affiliated but would be putting a motion to vote at their AGM in November and the expectation was for a positive outcome. Noted that buying garments through NUSSL, EUSA were already affiliated <i>de facto</i>. • Group discussed the appropriateness of separate affiliations for the University and EUSA, noting the differences between WRC affiliation and FTF accreditation. Group agreed that separate affiliations re WRC were best at present as there were two distinct supply chains and purchasing policy though this could change in the future and noted that it would not be within this group’s remit to decide, e.g. if student unions & universities procured jointly. • DG volunteered to share EB’s watching brief until such time as EUSA move on affiliation. Group thanked DG for providing continuity on SRS matters. • Noted that other Universities had contacted KB to ask for more information on WRC, on how to affiliate, and to express their wish to follow the University’s lead in this. Also noted our key supplier (Arco) had just joined Ethical Trading Initiative (ETI) which is a supplier funded organisation for supply chain ethics. <p>Actions:</p> <ul style="list-style-type: none"> • JR to include WRC as a standing item on the agenda for future meetings. 	<p>EB/JR</p> <p>DG</p> <p>JR</p>
4	<p>Internship and Fairtrade Volunteers</p> <ul style="list-style-type: none"> • Noted that a FT intern, Sophie Whitehead, had been appointed through employ.ed. Over a period of 8 weeks starting on the 7th June she would be investigating the University’s FT research and ways to access publications. • Noted that all members were asked to assist Sophie should she get in touch, though it was understood that she would primarily be working with FTAN, facilitated by AL. • Noted that KB & AL had drafted terms and conditions for student volunteer posts and would wait until the incoming VPS was available to decide whether EUSA or FSG would take this forward. Noted that the posts would not be advertised until the start of the new academic year. Noted that this could not be done until a nominated person to co-ordinate the volunteers has been appointed. Noted that the role of FT co-ordinator would be a 12-18 month fixed term post starting in Procurement but supporting FSG and FTAN. <p>Actions:</p> <ul style="list-style-type: none"> • KB to update the remit for volunteers and circulate to the group for review. 	<p>ALL / AL</p> <p>KB</p>

5	<p>Information for re-application for accreditation to FTF</p> <ul style="list-style-type: none"> • Group recognised the extent of EB’s efforts in this process and thanked her for her work. • Noted that the latest draft (at approx. 50% complete) had been circulated to the group, with EUSA input pending, and a final draft expected within a week. Noted that the final version would need to be approved by the group by July, with a final pass by KB and EB, to meet FTF deadline late July or August. • Noted that due to the new format this time, additional time was required for IM and DG to gather required data on specific FT products and volumes sold. • DG outlined progress from a EUSA perspective, noting that the document was with the heads of retail, catering and external catering and DG was pushing to get the stats in place by the end of May. • Noted that as appendices were discouraged, EB would arrange to have supplementary documents put on the FT website and would then add the link to the submission document. • Noted that as the FTF was staffed by volunteers, it took time to process reports and that EB undertook a monthly reminder to follow up on our submission. • Noted that information on the internship, including the number of applicants, which showed great interest in FT here, could be included in the submission. • Noted that information on the FSG workshop session could also be included. <p>Actions:</p> <ul style="list-style-type: none"> • SH to send info and web links to EB re: Alumni events. • All members to pass relevant info on to EB, including info for submission next time. • JR to draft outcomes from the workshop session and pass to EB. 	<p>ALL EB/KB</p> <p>IM/DG</p> <p>DG</p> <p>EB</p> <p>EB</p> <p>KB</p> <p>SH</p> <p>ALL</p> <p>JR</p>
6	<p>AOB</p> <p>○ <u>Promotion of FT Activities and Events</u></p> <ul style="list-style-type: none"> • Noted the importance of finding and taking opportunities to promote FT activities and events beyond the initial group of enthusiasts in order to get engagement from the wider staff and student bodies e.g. through putting an item on the internship in the Staff or Student News. • Noted the importance of ensuring representation at the group from CAM. • Noted that the ETG offered another way of getting the message out. <p>○ <u>Promotion of FT Through Development & Alumni</u></p> <ul style="list-style-type: none"> • Noted the possibility of having a question on fair trade included in the D&A questionnaire. KB to send draft proposed for internal as starting point. Noted that no dates for the questionnaire had yet been confirmed. • Noted the possibility of having an article included in the December edition of Edit. 	<p>ALL</p> <p>KB/CJH</p> <p>SH</p> <p>SH/CJH</p>

