

The University of Edinburgh
Fairtrade Steering Group (FSG)

34th Meeting: 15:00 - 16:30 Thur 27th September 2012, Raeburn Room, Old College

Members:

| | | |
|---|---|-----|
| Karen Bowman | Director of Procurement (Convener) | KB |
| Dr Kenneth Amaeshi | Snr Lecturer, Corporate Responsibility & Governance Network | KA |
| Evelyn Bain | Procurement Manager | EB |
| Eleanor Cowie | Press and PR Officer, Communications and Marketing | EC |
| Max Crema | EUSA Vice-President Services | MC |
| Davy Gray | EUSA Environmental Officer | DG |
| Stephannie Hay | Development and Alumni | SH |
| 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 |
| Sophie Whitehead | Fairtrade Intern | SW |
| Co-convener 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; James McAsh, EUSA President; Prof Michael Northcott; Mr Nigel Paul; Dr Neil Thin; Prof Jan Webb. | |
| Agenda | | |
| Apologies and welcome to new members | | |
| 1 | Previous minute of meeting held on 24 th May 2012 | Paper 1 |
| 2 | Renewal of FT status – feedback and actions | Paper 2 |
| 3 | SRS Away Day - case study and actions | Paper 3 Paper 4 |
| 4 | Research and Teaching - intern report | Paper 5 |
| 5 | AOB <ul style="list-style-type: none"> • Report from SFTF AGM and Campaign Day • FT 2013 – ‘Going Further’ | |
| | Proposed meeting dates for 2012 –Thur 29 Nov 3-4:30 2013 – Thur 24 Jan – 3-4:30, Thur 7 Feb – 3-4:30 | |

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

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> |
| <p>4</p> | <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> |

| | | |
|----------|---|--|
| <p>5</p> | <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> |
| <p>6</p> | <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> |

| | | |
|---|--|--------------|
| | <ul style="list-style-type: none"> • Noted the possibility of having FT events advertised through D&A on Facebook / Twitter. <p>○ <u>People & Planet Green League 2012</u></p> <ul style="list-style-type: none"> • Noted that the work of this group had been acknowledged in the league table with FT accreditation alongside other initiatives boosting our overall score. • Noted that AL won a ‘Green Champion’ for Scotland including her FT work. <p>○ <u>Just Trading Presentation</u></p> <ul style="list-style-type: none"> • Noted that the Just Trading Group, which supplies the Halls of Residence, in association with the Malawi Kitchen was running a scheme where for every 90kg of rice purchase 1 child in Malawi would receive a bursary to attend High School. Noted that the University was currently sending 35 children to High School through this scheme. Thanks to IM for this. More details available at: http://www.ed.ac.uk/about/edinburgh-global/news-events/news/rice • Noted that the Just Trading Group’s rice producers were not as yet FTF accredited as they did not have the volume of sales to cover the cost of assessment, the annual charge and the costs of flights for the assessors. • Sampled Malawi Kitchen presentation, fliers and FT pineapple jam prior to the ‘Savour the Flavour’ Roadshow in Scotland being sponsored by the Co-op. • Noted that an event could be planned to coincide with or follow the Roadshow in July / August, to help sustain interest out with FT14. • Noted that the Malawi Kitchen has a start-up product kit and mobile unit . • Agreed action by DG/DS/ML | SH |
| 7 | Date of Next Meeting – assuming this time suits new VPS who is a key attendee Proposed dates for 2012 –Thur 27 Sept 3-4:30, Thur 29 Nov 3-4:30 | DG/DS/ ML |
| | | DG/KB |

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’)

Actions/Comments Fairtrade Renewal Application 2012

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.

Result: Goal Maintained

Goal 1 : Comments and further appropriate actions:

- At your yearly review, please consider revising the policy slightly to include more detailed information on how you aim to achieve and maintain these goals, in order to keep the policy specific and relevant to your campaign.

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?

Result: Goal Maintained

Goal 2: Comments and further appropriate actions:

- It would be great, as the next step, to extend this range to include other products. The range of Fairtrade products available is increasing all the time – please visit the Fairtrade products webpage for up-to-date details.
- You could increase your product range to include Fairtrade baked beans which are organic and bound to be a favourite with students! In-house products could include the use of Fairtrade flour, sugar, spices, cocoa, raisins and honey which are all now available. The student union bars might also want to think about stocking Fairtrade wine, beer and fruit juice, as well as offering Fairtrade nuts, dried fruit and other snacks.
- Vending machines are also a great opportunity to boost Fairtrade sales as well as helping raise awareness. The range of Fairtrade confectionary and snacks continues to expand and there are many excellent Fairtrade alternatives to conventional vending machine stocks.
- Fairtrade olive oil is now available, and can be purchased from the NUSSL list as well as from a wide range of health food shops, delicatessens and online stores including Whole Foods Market. This could be used in your canteens as well as sold in your

campus shops. Olive production is a vital source of livelihood income for Palestinian communities.

- Have you considered pushing for Fairtrade footballs and sports kits made from Fairtrade cotton? This is an excellent way of raising awareness and potentially incorporating Fairtrade in the curriculum.

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.

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?

Result: Goal Maintained

Goal 3: Comments and further appropriate actions:

- Please consider offering Fairtrade biscuits, snacks and confectionary in future, where appropriate.
- In order to ensure your hard work does not go unnoticed, do meeting participants know they are consuming Fairtrade products? Are conferences guests aware that they are being served Fairtrade products?
- Please consider using brochures or table placards to spread awareness – see our resources page for more ideas and promotional material.

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?

Result: Goal Maintained

Goal 4: Comments and further appropriate actions

- Next time it would be great to see photos, press cuttings and promotional material from your events.
- Fairtrade welcome packs for newcomers in halls of residency or at Freshers' Fair;
- Easter or Valentine's Day Fairtrade Chocolate exchange/promotion;
- Fairtrade Roses for Valentine's Day;
- Fairtrade wine and/or beer tasting evening;
- Film screenings;
- Fairtrade Christmas market;
- Fairtrade Mothers' Day stall;
- Guest chef preparing recipes with Fairtrade products;
- Fairtrade cocktails' night at the SU bar, using Fairtrade wine and spirits.

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.

Result: Goal Maintained

Goal 5: Comments and further appropriate actions:

- Do not forget to ensure that marketing and promotional material are present all year round to promotion Fairtrade products at all times such as through the use of the information boards in the Student



Case Study Facilitators: Karen Bowman, Karen.Bowman@ed.ac.uk ; Evelyn Bain, Evelyn.Bain@ed.ac.uk ; Sophie Whitehead, v1swhit7@exseed.ed.ac.uk

Discussion Notes

- ☒ Lack of awareness amongst the staff about what it means to be a Fairtrade University
- ☒ More than just a brand 'label', associated with values and behaviours
- ☒ Great amount of interest in food – Hearty Squirrel and local farms providing veg bags
- ☒ Students choose a Fairtrade University
- ☒ Lack of ownership of Fairtrade amongst staff and students

○ Suggestions

- Introduce Fairtrade to new staff and students through inductions
- Engagement with academics
- Highlight the issue of Fairtrade through events
- Encourage a Fairtrade focus within academic research and courses
- Provide students opportunities to volunteer and promote Fairtrade
- Set future Fairtrade-related targets
- Potentially remove suppliers who do not meet the standard
- Positive publicity for those suppliers who are meeting the targets
- Need regular and positive messaging

Further Information

- Fairtrade University Website, www.ed.ac.uk/about/sustainability/fairtrade
- Fairtrade Steering Group, www.ed.ac.uk/about/sustainability/fairtrade/fairtrade-university/steering-group
- Scottish Fairtrade Forum, www.scottishfairtradeforum.org.uk

The University of Edinburgh

Fairtrade Steering Group (FSG)

**Sustainability & Environmental Advisory Group Away Day Event
08:45 - 12:45 Tue 17 July 2012, Playfair Library, Old College**

Organised – by SEAG - Engagement Task Group

1 WELCOME & INTRODUCTION

Dawn Ellis, Convener of SEAG-ETG, welcomed participants to the event and provided an introduction to the aims and agenda for the day.

VP Mary Bownes, Convener of SEAG, outlined the context for the event, **noting** that in order to move the Social Responsibility and Sustainability agenda forward, the University needed all involved to be working together, not in localised pockets focused on public engagement, social justice, volunteering, or global academies, but combining these agendas.

Noted the need for the University to be using the results of its research to inform how it does business, and to challenge the Government if it is not using the best information in setting standards for compliance, for example in carbon reduction.

Noted that the University had been active in SRS for many years, but had not been as good at recording what it was doing, or working together to share ideas.

Noted that as the 2012-2016 Strategic Plan approached finalisation, a shorter term operational agenda needed to be considered.

Nigel Paul, Convener of SEAG Ops, discussed balancing economic growth and high rates of employment with the University's responsibilities regarding carbon reduction, in the light of its rising profile and Government targets.

Noted the need the focus on efficient use of University buildings and promote sustainable travel, energy and behaviours.

Noted an emissions per unit increase that would go down on completion of the current building programme.

Priorities:

- To educate staff and students in order to develop a culture of sustainability
- To reduce the size of the estate and make more efficient use of space
- To tackle the inefficiency of University buildings
- Investment in CHP
- To promote and deliver sustainable procurement, waste and travel (including the Switch & Save campaign)
- To apply the University's research to benefit the business

Noted the plan to take the relevant groups out of their current departments and create a separate group devoted to SRS with a correspondingly higher profile, as had formerly been done with Health & Safety and Procurement. A Director would be appointed after the summer and staff transferred across in early 2013.

| | |
|---|--|
| 2 | <p>SRS CASE STUDIES SESSION</p> <ol style="list-style-type: none"> 1. Beltane Public Engagement 2. The Edinburgh Manifesto 3. Our Changing World 4. Student Volunteering Experience 5. Residence Life – The Free Shop 6. Sustainability Engagement 7. Switch & Save 8. Going Beyond Recycling 9. Transport – Video Conferencing 10. Fairtrade |
| 3 | <p>FAIRTRADE CASE STUDY SESSION : GROUP 1 (10am)</p> <p>Chair: Karen Bowman; Evelyn Bain; Sophie Whitehead</p> <p>Members: Marshall Dozier; Joseph Farthing; Emma Lister; Bryan Mitchell; Sophie Rippinger; Antonio Spadaccino.</p> <p>Sophie Whitehead, Fair Trade Summer Intern, noted early findings that the University’s research activity around Fair Trade was extremely limited.</p> <p>Marshall Dozier, Liaison Librarian, noted the importance of transparency in how the University spends and invests its money, particularly in light of the University’s responsibilities as a charity. Noted discussion of the ethics around the publication of its research, often through publishers which are multimillion pound businesses, versus the sharing of knowledge.</p> <p>Antonio Spadaccino, Laboratory Technician at Orthopaedic Engineering, raised the issue of labelling and licencing of Fair Trade products depending on component parts and the minimum levels set.</p> <p>Group discussed the pros and cons of Fair Trade on a small and personal scale, versus corporate involvement and the funding which it can generate. Despite cynicism regarding the motivation of these corporations, it was agreed to be a win/win for the Fair Trade movement, with tangible benefits for suppliers. Noted, however, a lack of research into these questions. On the whole, Fair Trade was not being taught or researched, and so answers about what really works were not coming out.</p> <p>The group discussed what they wanted from Fair Trade:</p> <ul style="list-style-type: none"> • Joseph Farthing, Communications Specialist with the Sustainability Office, listed a minimum standard for content of FT ingredient (to avoid unethical claims based on 1% content); making Fair Trade goods easily available; and leveraging the power that the University holds as a buyer, in co-operation with the City Council. • Sophie Rippinger, Waste and Recycling Officer, raised the issue of publicity and widening awareness, noting that staff were not finding out about FT events in time to avoid clashes. • Emma Lister, the Sustainability Office’s Engagement Facilitator, noted that FT had been, to some extent, a victim of its own success, and that the wider University community assumed that the issues it raised had been resolved. |

| | |
|---|---|
| | <ul style="list-style-type: none"> • Antonio Spadaccino suggested removing those suppliers who did not meet the University’s FT standards. KB advised on the legal restrictions preventing the University from doing this under public procurement law. • Joseph Farthing noted the importance of communicating with academics and support staff to raise awareness and engaging small procurers and suppliers. • Bryan Mitchell, School of Engineering Building Support Officer, enquired about the questions the University asks its potential suppliers regarding working conditions and their supply chain. EB noted legal restrictions effecting what the University is able to ask, and noted the intention to include our WRC membership in the next round of tenders. • Sophie Rippinger noted the importance of putting posters and other promotional material in offices. • Emma Lister noted the option of positive publicity for those suppliers who were meeting or exceeding FT targets. <p>Action – Sophie Whitehead to liaise with Joseph Farthing to arrange a meeting, including KB, to share ideas on how to increase engagement and awareness without a publicity budget.</p> |
| 4 | <p>FAIR TRADE CASE STUDY SESSION : GROUP 2 (10.30am)</p> <p>Chair: Karen Bowman; Evelyn Bain; Sophie Whitehead</p> <p>Members: Olga Bloemen; Colette Casher; Alice Kennedy; Andy Kerr; Lucy Pratt; Geoff Turnbull.</p> <p>Noted concern that Edinburgh’s status as a Fair Trade University was not being reflected in its teaching. Lucy Pratt, Special Projects Officer at SSPS, suggested that this teaching and research may be going on, just not under the label of Fair Trade. Sophie Whitehead noted that searching under other terms such as ethical buying did not yield results. Lucy Pratt, with responsibility for the 4 year undergraduate course in Social Responsibility and Sustainability, noted a problem in finding relevant expertise in this area, and noted that research can lie outwith the expected subject area, for example that carbon reduction research is not under the auspices of geography. Noted an overall lack of research funds available for Fair Trade specifically.</p> <p>Andy Kerr, Executive Director of ECCI, noted that the subject cuts across boundaries, whereas the University operates within separate specialisms. Noted parallels to climate change, which also encompasses many specialisms, including Law, and the solution which had been to set up a network. Noted that a secretariat would be required to put together and maintain a mailing list.</p> <p>Lucy Pratt noted a similarity to the student manifesto, which is also multidisciplinary and as a consequence has no real home within the University, resulting in a lack of ownership. Lucy Pratt also noted the importance in understanding Global Challenges as not just relating to developing countries.</p> <p>Noted the Global Environment and Society Academy (GESA) as a potential ‘home’ for Fair Trade, as opposed to having a separate network, though the issue would be getting Fair Trade onto GESA’s agenda. Andy Kerr suggested Professor Mark Rounsevell as the appropriate contact.</p> <p>Andy Kerr enquired about the University’s involvement in local food networks. KB noted Ian Macaulay’s involvement in the Food For Life scheme. Noted the need for a group within the University to look at what it should be procuring locally. Noted the challenge of finding appropriate leadership for these ventures. Noted suggestion that the Hearty Squirrel Co-op should move around the campus more, provided there are enough volunteers to cover the different locations.</p> |

| | |
|-----------------|---|
| | <p>Lucy Pratt noted that Fair Trade issues were not restricted to the curriculum and what was or was not being taught and researched, but also encompassed student life, and those aspects which attracted people to want to come and study at a Fair Trade University. EB noted the possibility of including information on Fair Trade in induction materials or approaching First Year students directly.</p> |
| <p>5</p> | <p>THE STRATEGIC PLAN 2012 – 2016</p> <p>VP Mary Bownes gave an overview noting particular areas of achievement in recycling, travel and procurement. Also noted ‘Our Changing World’ interdisciplinary course, which is credit bearing for 1st and 2nd year students, but also open to the public and made generally available by webcast. Noted that funding for Edinburgh Beltane had ended, but that the group of universities involved were getting together to pay to keep it going. Noted the problem for new ideas and initiatives in finding the right route through the system. Mary Bownes noted that she was available to assist in moving these towards delivery.</p> <p>Noted that the Strategic Plan was very high level, and that Social Responsibility and Sustainability would need its own underlying Strategic Plan, focused on bringing about culture change.</p> <p>Rona Smith, Senior Strategic Planner GaSP, noted that the Strategic Plan would be available in August (see http://www.ed.ac.uk/schools-departments/governance-strategic-planning/strategic-planning/strategic-plan-2012-16)</p> <p>Noted the purpose of the Strategic Plan:</p> <ul style="list-style-type: none"> • To set the University direction of travel • To convey key strategic messages • To act as a tool for performance monitoring • To provide an overarching framework for the development of other key strategic documents <p>Noted complementary University strategies and plans developing the themes presented in the Strategic Plan and providing further detail on delivery.</p> <p>Noted alignment with Annual Plans, which provide a framework for the allocation of resources.</p> |
| <p>6</p> | <p>STRATEGIC PLAN DISCUSSION GROUP</p> <p>Chair: Karen Bowman; Evelyn Bain; Sophie Whitehead</p> <p>Members: Olga Bloemen; Colette Casher; Marshall Dozier; Alice Kennedy; Emma Lister; Geoff Turnbull.</p> <p>Marshall Dozier noted that there was nothing in the strategies about where the University invests its money. KB noted that equally there was nothing covering procurement and how the University spends money. KB also noted that having more control over how it was spent would make it easier to procure ethically.</p> <p>Noted the need for something on sustainable procurement and ethical investment to be included in the SEAG log.</p> <p>Marshall Dozier noted the importance of leaving out the term ‘sustainable’ in normalising these practices and behaviours. KB noted that while it was not specifically mentioned in the document, it would come under “managing our physical infrastructure”.</p> <p>EB noted that in preparing the Strategic Plan it had not been possible to include everything and that terminology had to be used that encompassed these different aspects.</p> |

| |
|--|
| <p>KB noted that, for clarity, the headings should relate to the strategic themes.</p> <p>Marshall Dozier and KB discussed ways of engaging with and educating staff.</p> <p>Action – JR posters to be put up in staff kitchens, encouraging staff to purchase Fair Trade coffee.</p> <p>Marshall Dozier noted the underlying principles linking these policies, on Sustainability, Dignity and Respect, etc. around avoiding the exploitation of people and resources.</p> <p>Group discussed the UK Dairy Farmer pricing crisis, noting the difficulty for the FTF in supporting this, given the producers were relatively rich when compared to others globally.</p> <p>Noted discussion of the British Medical Group’s efforts to ensure that medical instruments were procured ethically.</p> <p>Marshall Dozier noted concern that the KPIs did not reflect these strategies.</p> <p>Marshall Dozier and Sophie Whitehead discussed searchable terms to find Fair Trade and social justice content in courses. Noted the recommendation that this search facility be made available outwith the University, e.g. to prospective students wanting to see the concepts covered in different modules.</p> <p>Geoff Turnbull raised the issue of balancing desire within the University community for round the clock access to its facilities with the resulting costs and carbon footprint. Marshall Dozier noted the need to also consider healthy working lives and safety once off campus with the desire for 24 hour access.</p> |
|--|

JR
July 2012

K:\EST\EB12\Admin\Committ\SEAG\120717AwayDay\SRS Away Day - Fairtrade Case Study Sessions.docx

Extracts from Internship
Report
into the extent of Research and Teaching
on fair trade at the University of Edinburgh.

Researched and written by: Sophie Whitehead 2012.

Executive Summary

As the ten year anniversary of being a Fairtrade University fast approaches, the Fair trade Steering Group (FSG) wanted to know what is being researched and taught on fair trade at the University. Through the Employ.Ed internship scheme, organised by the Careers service, Karen Bowman was able to employ an intern for 8 weeks over the summer to look into this.

The University of Edinburgh was the first Scottish University to gain Fairtrade status and should feel very proud of this as there are now 160 Universities and Colleges in the UK. Overall fair trade has been well embedded in University life, with all hot beverages sold within the University being Fairtrade and EUSA shops stocking Fairtrade products, including Fairtrade cotton hoodies. Fair trade is easily found on the University website because a webpage has been created to advertise fair trade events and news. Everybody involved with fair trade at the University of Edinburgh does a sterling job as they all have other roles and commitments; students, staff and academics all give so much time through the year to fair trade.

Future:

During the next year I would recommend that 'engagement' is the main focus of the Fair Trade Steering Group as I feel this would encourage student and staff participation in future events and will fuel buying of Fairtrade goods and discussion of topics related to fair trade.

My research has led to some surprising results and has made me question whether the University is doing as much as it can to uphold the Fairtrade University Status. Perhaps more needs to be done to include fair trade into teaching in order to inform students of fair trade, especially international students.

Currently there is a 'knowledge gap'; awareness of fair trade issues has fallen since the University gained its Fairtrade status in 2004. Primary and Secondary Schools currently raise the awareness of Fairtrade products and fair trade issues through teaching and extra-curricular activities – often involving University students.

The students currently studying at Edinburgh University are less exposed to fair trade as it is not included in teaching.

Definitions:

Fairtrade = a product based certification system which guarantees that the production of the commodity has met Fairtrade Labelling Organisation (FLO) standards.

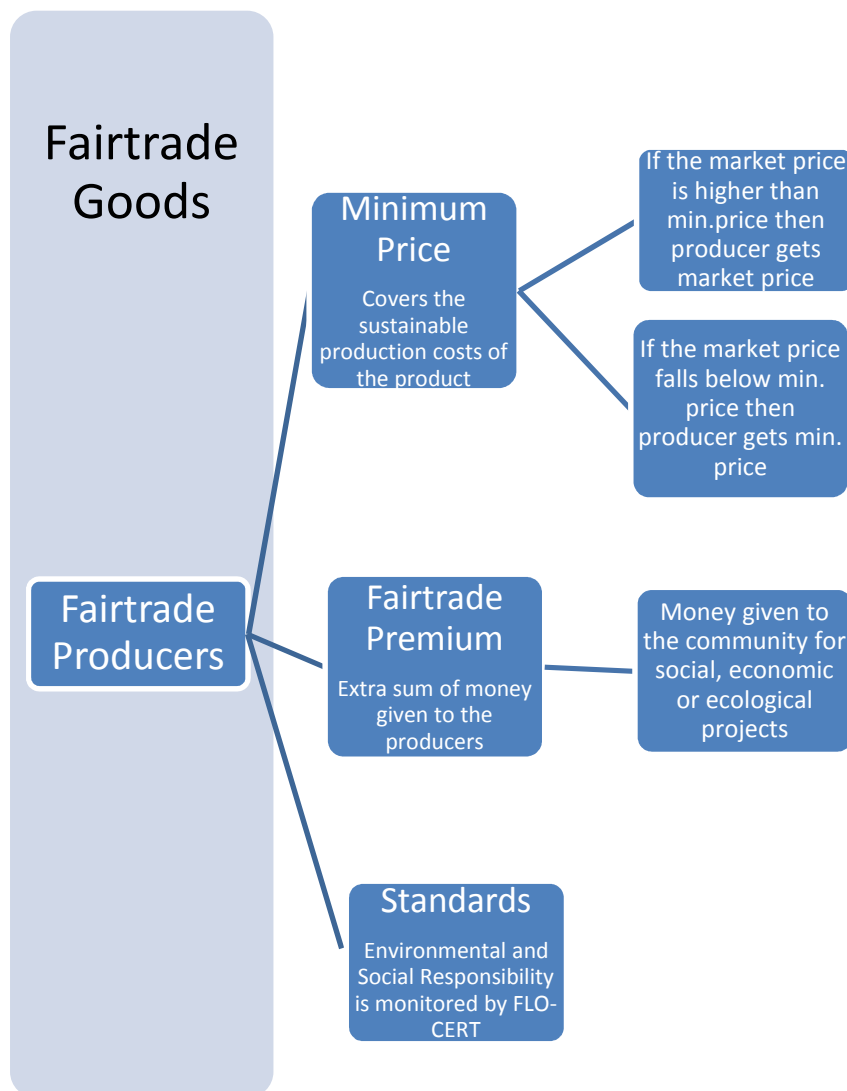
Fair trade = widely used to describe the integrated supply chain where products are traded by organisations that have a mission to reduce poverty in developing countries. It incorporates working conditions, equality and sustainable practice.

Introduction

Fairtrade Definition:

Principles of Fair Trade

The principle of Fairtrade is to help people in the Global South, develop sustainably and contributes to poverty alleviation. Fairtrade directly benefits farmers and co-operatives by offering a 'fair' amount of money for the sale of their produce. The 'fair' price covers the sustainable production cost and works to prevent the farmers being exploited by the volatile world market price. The Fairtrade certification mark includes:



Fair trade is misconceived to mean just Fairtrade certified products such as tea, coffee and bananas. The fair trade movement is much more.

Charter of Fair Trade Principles created by Fairtrade Labelling Organisation (FLO) and World Fair Trade Organisation (WFTO):

1. Creating Opportunities for Economically Disadvantaged Producers
2. Transparency and Accountability
3. Fair Trading Practices
4. Payment of a Fair Price
5. Ensuring no Child Labour and Forced Labour
6. Commitment to Non Discrimination, Gender Equity and Freedom of Association
7. Ensuring Good Working Conditions
8. Providing Capacity Building
9. Promoting Fair Trade
10. Respect for the Environment

Fairtrade minimum price alleviates poverty and aids sustainable development. A buyer in a partnership with a Fairtrade producer demonstrates social corporate responsibility and is helping to aid global justice.

Fairtrade and Scotland

Fairtrade products were first seen in Scotland in the 1960s with Oxfam selling fairly traded handicrafts and Christmas cards from developing countries. In 1979 a group of volunteers returned to Scotland from a trip overseas with Voluntary Service Overseas (VSO) and decided to start selling fairly traded instant coffee. The movement started to gain support and in 1994 the Fairtrade certification mark was launched.

Over the last 10 years fair trade has grown in popularity, with Fairtrade products sold in all supermarkets across the country. Recently mainstream brands advertise themselves as Fairtrade, such as Maltesters.

The movement has grown from handicrafts to food and now to schools, universities, towns and city accreditation. Edinburgh city gained Fairtrade status in February 2004. Scotland as a country is striving to be accredited as a Fairtrade Nation this year.

The University of Edinburgh was the first University accredited in Scotland, and the second in the UK. Harriet Lamb, Executive Director of the Fairtrade Foundation awarded the University Fairtrade status in 2004. The Fairtrade University status is assessed by progress towards five goals. The status is reassessed every 2 years; the University of Edinburgh submitted the Fairtrade University renewal application in July 2012.

Engagement of all members of the University with fair trade is the key to keeping the University Fairtrade status.

Recommendations

I have provided some recommendations which I hope will build upon the work already done at the University to make sure that staff and students are fully aware of the Fairtrade University status.

Teaching:

Getting fair trade into the curriculum would be a lengthy and difficult process but I feel that more needs to be done in order to claim we are a Fairtrade University.

- For the courses that are already teaching about fair trade then the Fair trade Steering Group could inform the course organisers of future fair trade events, producer visits and offer to source teaching aids such as fair trade case studies
- For the courses that have been identified over the last 8 weeks as course titles that could encompass teaching on fair trade but currently don't mention the topic- offer to link the course organiser with academics in the University that have researched it or currently teach it. Ask the course organiser if they have thought about including fair trade in their teaching? Suggest ways that fair trade could be linked to the course subjects.
- Arrange a meeting with Lesley Yellowlees - Vice Principal of Science and Engineering and Dorothy Miell-Vice Principal of Humanities and Social Science to discuss how to get fair trade taught in their colleges
- Keep up to date with Olga Bloemen's research on what is taught on sustainability issues throughout the University
- Consider facilitating discussions for Schools across the University to hold in Innovative Learning Week. Could identify people that are interested in fair trade in each School and ask them to help arrange the discussions during this week (such as Angela Newton in the Business School).

Research:

- Ask ERI to look out for 'calls' relating to fair trade or related subjects and inform the FSG
- Hope that student engagement encourages students to base projects and dissertations on fair trade.

Fair Trade Academic Network:

- A meeting concerning the FTAN to be held as soon as Tim Hayward is back working at the University.
- Make it clear to staff and students what the definition of fair trade encompasses discussion on global justice, trade, human rights, corporate social responsibility, emerging markets, women's rights, co-operatives, sustainable development and poverty alleviation.
- The name should reflect what the group discusses and who the members are which is why, 'academic' should be in the title; similar to the GESA Doctoral network.
- Some suggestions for the name could be:
Ethical Investment..
Economic Justice...
Communities of...
- From my research it appears that many people feel the network would be well suited to sit under the Global Environmental and Society Academy as they both aspire to interdisciplinary research. I would suggest that the FTAN and the 'communities of practice' for this network combine or work closely alongside each other.
- Another option would be to ask current networks to hold events that combine their interests and fair trade; the networks are established and already engaged, there is a clear convenor and secretarial role. Perhaps a representative from the networks could then feedback information about these events to the Fair trade Steering Group.
- Revised remit =
-'Fair Trade Academic Network, Remit and Membership' does not give information on how to become a member- are academics invited or do you email someone and ask?

- Could add 'Providing academic guidance and input to fair trade events hosted by the University including via the Just World Institute **and Global Academies**'.
- The University 'Think out loud' public events should be held with Edinburgh City Fair Trade group to increase advertising potential and public awareness.
- Does the Student volunteer section need to be amended as there will be someone employed to do this?
- FTAN needs an administrative assistant; this has been identified as key to a network and helps to organise events.

EVENTS:

- Events held by the FSG or FTAN can be advertised alongside the EngagEd (was Global Challenges) event series
- Think about holding an event at breakfast time- 9.30-10.30 where fair trade is discussed over Fairtrade fruit juice, fruit, muesli /nuts and tea and coffee.
- Hold events across the University campus, including an event in Kings to attract academics from the School of Geosciences.
- Events can be advertised by ERI on their website
- The CRG are happy to hold a joint programme of events or to advertise FTAN events
- Events have been successful when held at lunch times with a provided lunch or at 5pm.

* Engagement aspirations - if EUSA and Staff are committed to fair trade

ENGAGEMENT - STAFF

