

The University of Edinburgh
Fairtrade Steering Group (FSG) - Minute
 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
Lewis White	People & Planet	LW
David Somervell	Sustainability Adviser	DS
Sophie Whitehead	Fairtrade Intern	SW
Co-conveners of Fairtrade Café students		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:	EUSA President; SVP Prof Mary Bownes; Prof Pete Higgins; Prof Michael Northcott; VP Nigel Paul; Prof Jan Webb
In attendance:	Matt Lawson; Alan Peddie (minute secretary)
Apologies and / or unable to attend:	Kenneth Amaeshi; Eleanor Cowie; Tim Hayward; Ali Newell; Davy Gray; Jane Rooney; David Somervell; Sophie Whitehead; Lewis White
	Action
1	<p>Previous minute of meeting held on 24th May 2012 - agreed.</p> <ul style="list-style-type: none"> • Convener noted the need for the group to draw up an action plan, tied in to the goals of the Strategic Plan. • Noted desire to build on links between EUSA and FTSG. • Noted that there was no immediate plan to include a question about fair trade in the D&A questionnaire. • Action – SH to update the group should the opportunity to include a FT question arise.
	(Paper 1)
	ALL
	SH
2	<p>Renewal of FT status – feedback and actions</p> <ul style="list-style-type: none"> • Noted discussion of additional work to be done in preparation for resubmission in 2014, focusing on goals highlighted in Paper 2, and the importance of evidence. • Action – IM & MC to follow up on further appropriate actions for Goal 2 for EUSA / AS Catering. • Noted concerns about collecting the volume of FT foodstuffs and differences in stock level required for catering and campus shops. • Action – IM to redo labels to ensure meeting participants are aware they are being served FT products. • Noted discussion of Goal 5 relating to FTSG, and the need for improved transparency and communication.
	(Paper 2)
	IM, MC
	IM

3	<p>SRS Away Day - case study and actions</p> <ul style="list-style-type: none"> • Noted the success of the event and positive feedback received. • Noted the key points arising were a desire for increased transparency about our goals and achievements and issues around communication; Joe Farthing was investigating. • Noted concerns that many students did not know that Edinburgh was a Fair Trade University. • Noted suggestion that information should be included in the Induction Pack. • EUSA VPS noted that there was no problem including this material in the Welcome Pack provided it was ready in time for each September. • Group agreed that the process could begin now to get this in place for September 2013. • Noted success in spreading the Fair Trade message at Pollock Halls. • Noted discussion of acquiring cheap moveable banners bearing simple messages to increase longevity. Noted that the design could be sent to Printing Services to be costed. • Convener agreed that only part of the Steps award received of around £600 could be used for this purpose. EB was thanked for collecting award from Fairtrade Foundation • Group agreed that these mobile banners would be particularly useful in raising FT awareness at King’s Buildings, the Bush Estate, and the Old College area where there was currently little or no presence of FT messages. • Convener proposed following the example of other universities and flying a flag during FT14. • Noted the success of Nottingham University in advertising FT year-round. • Noted discussion of the role of the Fair Trade Co-ordinator, who would work with volunteers to establish a programme of events throughout the year. • Noted discussion of potential links to the Edinburgh Sustainability Awards. Noted that FT already played a part in the ESA accreditation process. • Action – MC/KB to follow up with volunteer consultant in EUSA Careers. <p>○ <u>Engagement</u></p> <ul style="list-style-type: none"> • Group noted that engagement remained the key issue, and discussed potential events including properly targeted breakfast events; holding a lunch at KB; and increasing ‘quirky’ events such as the bike-powered smoothy maker. • Noted the level of organisation required in putting on events on the scale of the SRS Away Day. • Noted discussion of increasing student engagement and the need to change focus from engaging with the minority already on side to plan strategies targeting the majority. • Noted the suggestion that the use of Focus Groups may be preferable to the questionnaire. • Noted discussion that students may view FT as done, and that it lacked the power to excite in a saturated market. • Action – MC to work on engaging with societies. • Noted the possibility of FTSG involvement with the Ethical Workshop in mid-October. • Noted possibility of a Free vs. Fair Trade Debate to be held in Teviot Debating Hall during Fair Trade Fortnight. • Action – MC to follow up and book venue. 	<p>(Papers 3&4)</p> <p>DS</p> <p>MC/IM</p> <p>EB</p> <p>ALL</p> <p>ALL</p> <p>MC/KB</p> <p>ALL</p> <p>MC</p> <p>MC/KB</p> <p>ALL</p>
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	<ul style="list-style-type: none"> • Action – MC & KB to try to engage with the Sports Union. • Noted alumni events such as Principal’s Tea Party serve fair trade, consider PR • Noted potential to include Fair Trade in the ‘Our Changing World’ lecture series, though this would need to be led by academic staff. • Action – KB to follow up with Tim Hayward. • Noted the success of the Transport Event and the need for further events targeting staff and involving relevant companies to educate staff on the basics of FT. • Noted the lack of a clear steer from SEAG as to the direction this group should be taking. Convener noted that it was the role of this group to inform SEAG of the direction needing to be taken, based on FT nation aims and targets. 	MC/KB SH KB
4	Research and Teaching - intern report <ul style="list-style-type: none"> • Noted and opportunity for Fair Trade Academic network to take this further. 	(Paper 5) TH
5	AOB <ul style="list-style-type: none"> • Group agreed to hold future meetings in the Chaplaincy on Monday lunchtimes to coincide with Fair Trade café. • Noted discussion of the role of the Workers Right Consortium, which was not to accredit factories as suitable but to investigate problem areas once concerns had been raised. Noted that their engagement with suppliers was limited to the garment trade but that it may change in the future to other areas such as electronics. • Action – JR to add WRC as a recurring agenda item. • Noted discussion of Fair Trade Fortnight 2013 and its theme ‘Going Further’ and the need to keep recording steps taken, pictures of events and get articles into press/web. 	JR/AN JR ALL
	Proposed meeting dates for 2012 –Thur 29 Nov 3-4:30 or a Monday afternoon TBC 2013 – Thur 24 Jan – 3-4:30, Thur 7 Feb – 3-4:30	JR

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’)