

The University of Edinburgh
Fair Trade Steering Group (FTSG)

36th Meeting: 14:00 - 15:00 Monday 21st January 2013, Seminar Room 1, Chaplaincy

Members:

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| Karen Bowman | Director of Procurement (Convener) | KB |
| Dr Kenneth Amaeshi | Snr Lecturer, Corporate Responsibility & Governance Network | KA |
| Evelyn Bain | Procurement Manager | EB |
| Liz Cooper | Fair Trade Co-ordinator | LC |
| 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 |
| Matthew Lawson | Sustainability Office | ML |
| Angela Lewthwaite | Estates and Buildings Office | AL |
| Ian Macaulay | Asst. Director of Accommodation Services, Catering | IM |
| Rev Ali Newell | Associate Chaplain | AN |
| Jane Rooney | Minute Secretary | JR |
| David Somervell | Sustainability Adviser | DS |
| Lewis White | People & Planet | ES |
| Sophie Whitehead | Former Fairtrade Intern | SW |
| Co-conveners of Fairtrade Café students | Edinburgh University People and Planet Society | FCS |

University Fair Trade Website is now at: <http://www.ed.ac.uk/fairtrade>

Minutes and Papers of FSG can be found at: <http://www.seagfsg.estates.ed.ac.uk>

Fairtrade Foundation www.fairtrade.org.uk / www.fairtrade.org.uk/resources/downloadable_resources.aspx;

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| Corresponding: | Dan Abrahams; VP Professor Mary Bownes; Professor Pete Higgins; James McAsh, EUSA President; Prof Michael Northcott; Mr Nigel Paul; Dr Neil Thin; Prof Jan Webb | |
| Agenda | | |
| Apologies and welcome to new members | | |
| 1 | Minute and actions from previous meeting held on 29 th November 2012 | Paper 1 |
| 2 | Fairtrade Fortnight Plans updates from members | (Verbal) |
| 3 | Fair Trade Action Plan 2013 | Paper 2 (LC) |
| 4 | Workers' Rights Consortium (standing item) | (Verbal KB) |
| 5 | Fairtrade Campaign Awards – for information | (Verbal) |
| 6 | AOB <ul style="list-style-type: none"> • Any other Fair Trade news | |
| | Date of next meeting – Monday 4 th February 2.00 – 3.30pm, Seminar Room 1, Chaplaincy | |

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

Fair Trade Steering Group (FTSG) - Minute

35th Meeting: 15:00 - 16:30 Thursday 29th November 2012, Cuillin Room, Charles Stewart House

Members:

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| Karen Bowman | Director of Procurement (Convener) | KB |
| Dr Kenneth Amaeshi | Snr Lecturer, Corporate Responsibility & Governance Network | KA |
| Evelyn Bain | Procurement Manager | EB |
| Liz Cooper | Fair Trade Coordinator | LC |
| 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, Convenor FTAN | TH |
| Matthew Lawson | Sustainability Office | ML |
| Angela Lewthwaite | Estates and Buildings Office | AL |
| Ian Macaulay | Asst. Director of Accommodation Services, Catering | IM |
| Rev Ali Newell | Associate Chaplain | AN |
| Jane Rooney | Minute Secretary | JR |
| David Somervell | Sustainability Adviser | DS |
| Lewis White | People & Planet | LW |
| Sophie Whitehead | Former Fair Trade Intern | SW |
| Fairtrade Café students | Bryony Budd for Fairtrade Café | BB |

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Fairtrade Foundation www.fairtrade.org.uk / www.fairtrade.org.uk/resources/downloadable_resources.aspx;

FTAN Fair Trade Academic Network at: http://www.sps.ed.ac.uk/jwi/knowledge_exchange/fair_trade_academic_network

University of Edinburgh Fair Trade Facebook <https://www.facebook.com/UniversityOfEdinburghFairTrade> and Twitter <https://twitter.com/UoEFairTrade> are now live.

Corresponding: VP Professor Mary Bownes; Professor Pete Higgins; James McAsh, EUSA President; Prof Michael Northcott; Mr Nigel Paul; Dr Neil Thin; Prof Jan Webb

Apologies and / or unable to attend: Dr Kenneth Amaeshi, Eleanor Cowie, Davy Gray, Prof Tim Hayward

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| 0 | Welcome and introductions <ul style="list-style-type: none"> Convener welcomed Liz Cooper, Fair Trade Coordinator, to the group. Noted National Fairtrade Campaign Award received by the group and collected on its behalf by Procurement Manager. Noted along with the award the sum of £600 which was now available for the group to spend. | |
| 1 | Previous minute of meeting held on 29 th November 2012 – agreed . | (Paper 1 - KB) |
| 1.1 | Action – KB, EB & MC to meet with Jim Aitken at CSE to discuss the issue. | KB, EB & MC |
| 2 | SEAG Policy Tracker - SRS Implementation plan Progress Log 12/13 <ul style="list-style-type: none"> Sustainability Programme Coordinator outlined the background to the document; produced on an annual basis and updated in January, May and August to guide the work of SEAG throughout the upcoming year, in accordance with SRS and University Strategy. Noted Fair Trade Academic Network, Engagement, and links to Procurement as the main issues focused on. | (Paper 2 - ML) |
| 2.1 | Action – ALL to contact ML / AL with any missing actions, specifically fair trade tasks. | ALL |

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| <p>3</p> | <p>Fair Trade Action Plan 2013 summary report</p> <ul style="list-style-type: none"> • Fair Trade Coordinator presented the plan, noting that it was not based on her ideas for the group but on recommendations arising from the Fairtrade Foundation, MSc PPP study, the Fair Trade Intern Report, the SEAG Away Day, and the FTSG workshop. • Noted 4 key messages, relating to Procurement (including increased visibility in the cafes/shops), Engagement (with staff, students and alumni), the Fair Trade Academic Network (relating to issues of trade justice, ethics and business) and the Wider Community (including the use of social media to help engagement and communications). • Convener noted that a draft of the Scottish Government Procurement Reform (formerly Sustainable Procurement) Bill would be available in January, which was an add-on to European Law, which would itself change in 2014, and that all the others were moving in the direction towards social responsible public procurement. She thanked those members who attended a Workshop to help University Response to the Bill. • Noted discussion of the percentages of University contracts under Scots rather than English law, if the legal frameworks end up in different position on this. • Convener noted the addition of a Procurement Lawyer to the team who would track all contracts and get them in order. • Noted the influential position held by the University enabling it to ask upfront for its sustainability policy to be met. • Noted compliance to central contracts at 80%. • Noted that engagement was identified as the biggest challenge in all reports, and that it was time for the group to either consider new suggestions or take current ones on board and prioritize them. <p>Action: EUSA to consider e.g. the various recommendations for student engagement and suitable events e.g. with new ethical forum and societies</p> | <p>(Paper 3 - LC)</p> |
| <p>3.1</p> | <ul style="list-style-type: none"> • Sustainability Programme Coordinator recommended EUSA liaising with Joe Farthing in better coordinating and communicating eg OurEd promotion of students' events. • Representative from Development and Alumni noted that there was no fair trade engagement plan for alumni and no immediate plans for an alumni survey, although Principal's tea parties would continue to offer fair trade produce (via Accommodation Services/Edinburgh F1rst). • Noted the option of using D&A social media during FT14 to promote fair trade messages. • Noted that an article in Edit was a possibility, perhaps reviewing FT14 activities and events. Although editorial control is independent of D&A. | <p>MC/DG</p> |
| <p></p> | <p>Action – SH to check timescale between FT14 and when an item would need to be submitted in order to make the next issue.</p> | <p>SH</p> |
| <p>3.2a</p> | <p>Action – SH to liaise with LC re: digital communications (social media, fair trade in D&A monthly e-newsletter?)</p> | <p>SH</p> |
| <p>3.2b</p> | <p>Action – SH to put together a plan for this year and the next (NB the 10th anniversary, to tie in with alumni memories of that time).</p> | <p>SH</p> |
| <p>3.3</p> | <p>Action – LC to meet MC/DG to assist EUSA plan of action for engaging with student groups outwith those already involved, which could include large scale debates and appropriate marketing campaign to Freshers.</p> | <p>SH/LC</p> |
| <p>3.4</p> | <ul style="list-style-type: none"> • Noted EUSA Marketing Officer Niamh Maynard as contact for the Freshers Handbook, to consider inclusion of a fair trade flyer for the Freshers Fair. | <p>LC/MC/DG</p> |

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| | <ul style="list-style-type: none"> • Noted that EUSA did not have the capacity to design a flyer. • Noted that new alumni or staff attending any Principal's Tea Parties should be aware that some of the catering was fair trade. <p>Action – KB & LC to meet to discuss embedding the fair trade message within existing structures such as sustainable procurement (Marrakech route).</p> | <p>MC/DG</p> <p>IM</p> |
| 3.5 | <p>Action – EUSA and LC to liaise with Societies Development Coordinator Lizzie Brough to ensure campaigning societies receive information on fair trade and to keep Lizzie informed of events.</p> | <p>KB & LC</p> |
| 3.6a | <p>Action – AN and BB to take back information to the Fairtrade Café.</p> | <p>MC/DG&LC</p> |
| 3.6b | <p><u>Fairtrade Fortnight 2013</u></p> <ul style="list-style-type: none"> • Convener noted the need to develop a plan of key actions for events and activities in FT14. • Noted that the main City of Edinburgh event would be a fair trade brunch on Saturday morning, 9th March, at Out of the Blue which FTSG would promote. • Noted that a schools event, to be held on the evening of Tuesday, 5th March at Holyrood High School in Duddingston, is expected to have Fairtrade producers in attendance • Associate Chaplain proposed inviting a speaker to tie in with the Fairtrade café on each Monday. Convener noted that the producer attending the schools event could fulfill this role. <p>Action – KB to ask the City Education subgroup who would be attending and work with AN on how to facilitate a visit.</p> | <p>MC/DG/LC</p> <p>AN/BB</p> <p>KB & AN</p> <p>ALL/JR</p> |
| 3.7 | <p>Action – ALL to bring along details on plans for FT14 to the meeting on 21st January so that a start could be made on publicizing them.</p> <p>Action – ALL to email Secretary with details of events so that scheduling could be organized to avoid clashes.</p> | <p>ALL</p> |
| 3.8 | <ul style="list-style-type: none"> • Convener noted that although it was important to have cohesion, each group should focus on activities and events that were appropriate to them, and that permission not needed but aim to share communications and support events | <p>MC</p> |
| 3.9 | <ul style="list-style-type: none"> • Noted proposal that the Ethics and Environment Forum hold a meeting during FT14 (25 Feb – 10 Mar). <p>Action – MC to influence various student groups to think about fair trade.</p> | <p>IM</p> |
| 3.10 | <ul style="list-style-type: none"> • Noted MC involvement in Innovative Learning Week (18-22 Feb), TEDx event is mooted - to include one room themed around fair trade. • Procurement Manager emphasized that time was limited and that it was essential to get events noted down so that promotion can start in January. • Convener noted the need to focus on a few good events, to support two Monday lunchtime events in the Chaplaincy to coordinate with fairtrade café. <p>Action – IM to think about ideas for outlets during FT14, to include free products and tie-in promotions.</p> | <p>LC</p> <p>IM</p> <p>DG</p> <p>IM / Chris Beddows</p> |
| 3.11 | <ul style="list-style-type: none"> • Noted discussion of the incompatibility of Fairtrade Foundation recommendations with large scale catering. • Noted discussion of visibility in the cafes outwith FT14, given competing promotional materials and limited wall space. • Convener advised using social media to relieve the pressure. | |

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| <p>3.12</p> <p>3.13</p> <p>3.14</p> <p>3.15</p> | <ul style="list-style-type: none"> • Sustainability Advisor asked the group to remember to promote Malawi Rice internally. <p>Action – IM to pass Malawi Rice information on to Chris Beddows, catering at EUSA <i>Post Meeting Note: Convenor agreed EUSA can invite Chris Beddows to attend next FTSG, thereafter if he wishes to become a member will write to Secretary</i></p> <ul style="list-style-type: none"> • Noted discussion of the problems of badging non-wrapped product and the suggestion that cards or stickers be used, as with delivered catering, or information put over the entrance signposting fair trade produce. • Procurement Manager noted that fair trade cotton clothing was not being badged as ethically sourced. • EUSA VPS noted that as the EUSA marketing team became more embedded they would be in a better position to balance messages. • Sustainability Programme Coordinator noted that the Edinburgh Sustainability Awards included fair trade criteria and that the catering outlets had signed up. • Noted that the JMCC should be awarded bronze following the Food for Life audit on 21 November. <p>Action – LC to work with TH on getting academic network information in one place on the University website. <i>Post meeting note: this has begun and details are at:</i></p> <ul style="list-style-type: none"> • http://www.sps.ed.ac.uk/jwi/knowledge_exchange/fair_trade_academic_network • Convener noted key priorities including improved signage in food outlets, creating clear links to SRS Strategy and the Procurement Reform Bill, and looking at how the group supported the fairtrade café. <p>Action – ALL to look over the summary document, decide what to retain and how to move forwards.</p> <ul style="list-style-type: none"> • Convener thanked the Fair Trade Coordinator, noting that the key actions outlined in the plan would help the group to identify what could be done. • Convener proposed changing the name of the group from the ‘Fairtrade’ (as per label) to the ‘Fair Trade’ Steering Group to reflect its extended remit, to co-ordinate with the Fair Trade Academic Network, and in order to reclaim the words. <p>Group agreed to take its new two word name, Fair Trade Steering Group, on to SEAG for approval. This form to be used in social media (re copyright on Fairtrade label). <i>Post meeting note: Communications and Marketing and Joe Farthing agreed to University of Edinburgh Fair Trade Facebook and Twitter design and management. Group informed of links and invited to ‘like’ and add material, tweets via editor (LC).</i></p> <p><i>Noted: LC to recruit 2 student volunteers, through EUSA volunteer centre, in January to work on fair trade events and on fair trade media and communication.</i></p> | <p>LC</p> <p>ALL</p> <p>KB</p> <p>LC</p> <p>LC</p> |
| <p>4</p> | <p>EUSA Referendum – Ethical Electronic Procurement</p> <ul style="list-style-type: none"> • EUSA VPS presented the paper which reflected the study body’s desire to put down a marker regarding the electronics supply chain workers rights. • Noted EU Commission funding awarded to People and Planet (as an NGO). • Noted discussion of an academic paper on the benefits and impact corporate codes of conduct (identified by LC) Secretary to circulate to the group. | <p>(Paper 4 - MC)</p> <p>JR</p> |
| <p>5</p> | <p>Workers’ Rights Consortium</p> <ul style="list-style-type: none"> • Noted that membership of the WRC would run until April 2013, at which time the group would need to feed back on whether membership was beneficial and a formal decision would need to be taken at the next meeting after January one, which would focus on FT14. | <p>(Verbal - KB)</p> |

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| <p>6</p> <p>6.1</p> <p>6.2</p> | <p>Fairtrade Campaign Awards (CA funds)</p> <ul style="list-style-type: none"> Group agreed to allocate one third of the £600 awarded to producing pop up banners via internal Printing Services (EB to order 2 banners, plus additional 4 for IM, plus (tbc) 2 for EUSA and arrange eITs) . Also will reuse existing one (shown) Remaining £400 is to promote fair trade in other ways, e.g. academic network events, producer visits. Proposals to be sent to the Secretary and agreed by Convenor if urgent, or next FTSG meeting. Secretary to organise banner placements. <p>Action – LC to send banner artwork to MC to take to EUSA marketing to ok. Convenor noted original was designed by EUSA.</p> <ul style="list-style-type: none"> Noted that the various elements could be re-ordered. Noted that a report outlining and accounting for the expenditure would need to be written. | <p>(Verbal - KB)</p> <p>EB</p> <p>JR LC/MC</p> <p>LC</p> |
| <p>7</p> <p>7.1</p> | <p>AOB</p> <ul style="list-style-type: none"> <u>Fair Trade Flag</u> Noted that the Fair Trade flag would be flown from the City Chambers during FT14 and that permission had been secured to fly the flag from Old College during this period. Noted that flags would cost about £50 each, and that a budget had not yet been agreed with City. Agreed that [Old College] can be from CA funds. Noted debate on colour and layout ongoing but will be decided by Fairtrade City group. Noted that convener had followed up with Heriot-Watt, Napier and QMUC who had agreed to follow suit. EUSA VPS requested an additional two flags for Teviot Row & KB House. <u>Fair Trade Academic Network – issues arising</u> Sustainability Adviser noted alignment opportunities with the Global Development Academies and highlighted funding available for study and teaching within this area. Fairtrade Coordinator had met with Jake Broadhurst. TH is liaising with Christine Bell, Global Justice Academy Noted the aim to raise awareness of justice of other kinds to fair trade, including climate justice as per recent Dr Mary Robinson public lecture. Sustainability Adviser noted the importance of good links between groups researching and in operational areas. <p>Action – ALL to email LC with anything to be added to FTAN materials.</p> <ul style="list-style-type: none"> <u>People & Planet</u> Noted P&P Scotland Sustainable Futures Conference to be held in Glasgow at the end of February 2013. <u>Events and other matters of possible interest to group members</u> Noted the Edinburgh ‘Do’, to be held from 22 – 24 March, focusing on practical activities and co-hosted by EUSA. Noted possible shop front for the Free Shop at 13 Guthrie St which would provide an opportunity for year-round reuse and recycling in association with Remade. Noted discussion of a permanent home for the Hearty Squirrel in George Square car park. Noted Iris Aitchison, now working freelance though formerly of Falkirk College, to meet with KB & LC to discuss partnership working with the University, in order to learn and to help Scottish colleges embrace fair trade or Fairtrade status. Sustainability Adviser proposed tying this in with the ‘Do’ <i>Post-meeting</i> | <p>KB</p> <p>MC/DG</p> <p>TH/LC</p> <p>ML/LC</p> <p>ALL</p> <p>MC/DG</p> |

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| 7.2 | <p>note: bid not in yet.Noted discussion of the removal of Costa Coffee from Kings Buildings and replacement with local supplier ‘Myrtle’. AS Assistant Director Catering recommended Coffee Consciousness who also provide local community work, apple trees.</p> <ul style="list-style-type: none"> • Noted discussion of transfer of waste contract from Shanks to Viola. Noted that as Viola did not have the capacity to deal with food waste, Accommodation Services were working with Biffa. • Noted no food waste to landfill from the John McIntyre Centre. • Noted that the whole of Pollock Halls, not just JMCC, had now received a Green Business Award. <p>Action – KB & LC to develop the Action Plan and JR to circulate.</p> | <p>KB/LC</p> <p>KB, LC, JR</p> |
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Date of next meeting– Monday 21st January **14:00 – 15:00**, Seminar Room 1, Chaplaincy
Fairtrade Café open for lunch **12:30-1:30** – <http://www.eusa.ed.ac.uk/societies/society/fairtradecafe/>

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University of Edinburgh Fair Trade Action Plan 2013

The University's Strategic Plan 2012-2016 (p.31) states that the University will 'maximise our contribution to society and exhibit high ethical standards in partnership with EUSA, consolidating our long-standing commitment to contribute to meeting the global poverty challenge through fair trade.' Fair trade is a key element within the University's Social Responsibility and Sustainability (SRS) strategy.

With the appointment of a Fair Trade Coordinator on 2nd November 2012, a more strategic approach to fair trade at the University is being planned, based on previous work. This paper brings together recommendations made by:

- *Fairtrade Foundation University Status Renewal Feedback Form August 2012 (FF)*
- *MSc PPP study Fairtrade Engagement Strategy 2011 (PPP)*
- *Sophie Whitehead's internship report August 2012 (SW), SEAG Away Day (AD)*
- *FTSG workshop November 2011 (FTSG)*

Four areas of focus have been identified:

- 1. Maintaining/expanding fair trade procurement**
- 2. Informing and engaging staff and students**
- 3. Encouraging inter-disciplinary academic reflection and debate on fair trade and trade justice through the fair trade academic network**
- 4. Influencing policy and other institutions in favour of fair trade in Scotland / UK.**

This fair trade action plan responds to a number of items in the SRS Implementation Plan 2012-13, including:

- B1: establish Fair Trade Academic Network
- C1.2 Provide volunteering opportunities for students within SRS initiatives - enhancing SRS co-curricular activities
- C1.3 Enhance links with EUSA and student societies
- C3.8 Work with practitioners, wider community and policy makers to identify solutions to Global Challenges
- C4.1 Sharing knowledge and ideas on fair trade, and organising joint events that can reach out to a larger network of people

The paper was presented to the Fair Trade Steering Group in November 2012, and updated in January 2013.

Liz Cooper, Fair Trade Coordinator, 15th January 2013

UNIVERSITY OF EDINBURGH FAIR TRADE ACTION PLAN 2013

Key fair trade (FT) messages to communicate to UoE community and beyond:

UoE is leading the way in terms of incorporating fair trade and trade justice considerations into its procurement strategy



Actions

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| Continue to expand FT range – see FF website for latest products (baked beans, olive oil etc.) (FF) |
| Potential of bulk buying FT across all services with UoE (PPP) |
| Increase visibility of FT in cafes and shops on campus – signs, labelling, logos (PPP, FTSG) |
| FT loyalty card (PPP, FTSG) |

- Freshers' week stall (PPP)
- FT wine/spirits cocktail party (FF)
- Guest chef using FT (FF)
- FT Recipe sharing (PPP)
- FT Valentine's Day: chocs & roses (FF)
- FT Christmas market (FF)
- FT Mother's day stall (FF)
- TEDx week event (Max)
- FT film screenings (FF)
- Regular short talks on FT (FTSG)
- Archive near library café on history of FT in Scotland (PPP)

UoE staff and students are **informed** about FT and **engaged** through a wide range of events (SW, PPP, AD)



Actions

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| Staff: FT in staff welcome pack (inc. 50% tea and coffee FT criterion) & posters in staff kitchens) (PPP, AD) |
| FT promotion in staff mag. (FTSG) |
| FT staff survey (FTSG) |
| FT training for staff? (FTSG) |
| Alumni: FT promotion in alumni mag. (FTSG) |
| FT survey for alumni (FTSG) |
| Students: Info in Freshers' packs/induction week (PPP, FF, AD) |
| FT student volunteering opportunities – news stories, web content, events (AD, FTSG, PPP) |
| Link with Societies Development Coordinator (PPP) |
| Student engagement activities organised by students (EUSA, Societies e.g. Fair Trade Café, Sports Union) |

UoE is capitalising on its position as a leading centre of research, by encouraging inter-disciplinary academic reflection and debate on fair trade and trade justice



Actions

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| Fair Trade Academic Network (FTAN) established (FTSG): |
| 1. Strong website: showcasing FT-related teaching and research, space for discussion |
| 2. Conferences/events |
| 3. Research/study opportunities |

- FTAN outputs guide UoE fair trade policies (SW)
- FTAN network influences/inspires research interests among academics, subjects taught, and dissertation topic choices

UoE is actively engaged in influencing policy and other institutions in favour of fair trade in Scotland/UK



Actions

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| UoE builds strong position in wider political environment regarding FT: SFTF, Fair Trade City Group, links to schools/colleges, etc. (FTSG) |
| App with FT City Group on places selling FT in Edinburgh? (SW) |

Overarching recommendations:

- Good communication between different bodies working on FT: FTSG, FTAN, academic staff, procurement, EUSA, societies, Sports Union, alumni (PPP, FTSG)
- Plan key actions from above for **FT14**
- Use social media (Twitter, Facebook) for Edinburgh FT, including documentation of events/progress (FF, FTSG)

Ideas

