## The University *of* Edinburgh Fair Trade Steering Group (FTSG) - Minute

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 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

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

Minutes and Papers of FSG can be found at: <u>http://www.seagfsg.estates.ed.ac.uk</u> Fairtrade Foundation <u>www.fairtrade.org.uk</u> / <u>www.fairtrade.org.uk/resources/downloadable\_resources.aspx;</u> FTAN Fair Trade Academic Network at: <u>http://www.sps.ed.ac.uk/jwi/knowledge\_exchange/fair\_trade\_academic\_network</u> University of Edinburgh Fair Trade *Facebook <u>https://www.facebook.com/UniversityOfEdinburghFairTrade</u> and <i>Twitter https://twitter.com/UoEFairTrade* **are now live.** 

Corres	sponding:	VP Professor Mary Bownes; Professor Pete Higgins; James McAsh, J President; Prof Michael Northcott; Mr Nigel Paul; Dr Neil Thin; Prof	
In atte	ndance:	Anna Donegan (Sports Union President)	
Apolog	gies and / or unable to attend:	Dr Kenneth Amaeshi, Eleanor Cowie, Prof Tim Hayward, Ian Macau	lay
0	Welcome and introductions	3	
	Convener welcomed	Anna Donegan, Sports Union President, to the group.	
1	Minute and actions of meet meeting.	ing held on 29th November 2012 – carried forward to next	(Paper 1)

(Verbal)

ALL.

## Fairtrade Fortnight Plans Link to Schools Noted discussion of Schools event on the evening of Tuesday, 5<sup>th</sup> March, and the need to quickly establish who should attend in order to report this back to the City of Edinburgh Group meeting on 4<sup>th</sup> February. Action – ALL to check with their networks regarding possible attendance at the event and feed back names to secretary. Noted discussion of a potential soup-making stall for the Fair Trade Café, though this would need to be firmed up as stalls were limited and primarily intended for use by schools. Noted the need to clarify what the group wanted to get out of this involvement with

- **Noted** the need to clarify what the group wanted to get out of this involvement with schools.
- Noted recognition of the greater importance of student visits to schools.
- **Noted** discussion of the People & Planet schools connection and the impact of individuals having graduated.

•	Action – AN to liaise with Bryony Budd re: following up on the Emma Saunders link.	AN
•	Former Fairtrade Intern <b>noted</b> the importance of combining 4 <sup>th</sup> and lower years in school visits to preserve and sustain links after individual students graduate.	
•	<b>Noted</b> City of Edinburgh Group to make school visits part of its Education Sub- Group (to which Dorothy Watson from the International Office belongs). <b>Noted</b> that it would need to be clear what the University could offer in terms of these visits in order to ensure it could satisfy demand.	
•	Action – ALL to contact secretary re: involvement in the Schools event by 4 <sup>th</sup> February.	ALL
0	Other City events	
•	<b>Noted</b> Fairtrade Brunch on Saturday 9 <sup>th</sup> March, to include jazz and 10 stalls; attendance open to all.	
•	Noted potential for UoE/EUSA stall celebrating 'Edinburgh – Fair Trade City'.	
•	Action – ALL, once details firmed up, to promote event and encourage contacts to attend.	ALL
•	Noted Edinburgh City of International Learning offering potential link to students.	
0	<u>UoE events</u>	
•	Action – AN to arrange for a speaker to tie in with Fair Trade Café on the Mondays.	AN
•	<b>Noted</b> cashew nut producer from the Indian organisation 'Elements' for Traidcraft and Equal Exchange would be available to attend on the $4^{th}$ March, $12:00 - 14:00$ . <b>Noted</b> the need to be clear about times as producers would be on a tightly scheduled programme.	
•	<b>Noted</b> discussion of holding the talk in the auditorium, with notification of the event on the door, as moving upstairs could lose attendees and make it too formal to encourage questions.	
•	<b>Noted</b> the University would be hosting the AGM of the Chartered Institute of Purchasing and Supply on Thursday 7th March, 6pm for 6:30, in the Raeburn Room, followed by Fair Trade wine tasting in partnership with South Queensferry FTSG and tour of Old College. <b>Noted</b> request for speakers. <b>Noted</b> potential speaker from Scotmid to tie in with the wine supplied.	
•	<b>Noted</b> Tedex launch in the week after FT14, which would heavily advertise its food and drink as fair trade.	
•	<b>Noted</b> discussion of marketing around the People & Planet Fairtrade Football event, and the event as a good opportunity for the Sports Union to tie in and get involved.	
•	<b>Noted</b> the potential to expand outwith FT14 and possibly develop into a football league.	
•	<b>Noted</b> People & Planet had not yet discussed a date but recognised that Saturday 2 <sup>nd</sup> March would be better to ensure an even spread and not take focus away from City events.	
•	<b>Noted</b> discussion of the possibility of organising walks or runs to tie in with the theme 'take another step', including walking tours highlighting fair trade vendors in the city, though the organisation and red tape involved would be considerable.	
•	<b>Noted</b> the Meadows Marathon on 3 <sup>rd</sup> March would fall within FT14 and that all admin associated with the start of the race was to be hosted in the Dome. <b>Noted</b> scope for promotion if ideas could be crystalized in time.	
•	Noted potential tie in for Hearty Squirrel Co-op.	

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	•	Action – DG & MC to liaise regarding Environmental Officer's contact to source bananas, potential sponsorship opportunities, and the option of having someone run in a banana suit.	DG / MC
	•	<b>Noted</b> EUSA VPS mail out to ethics-related groups which could be used to cascade information if passed to MC in time.	
	•	<b>Noted</b> discussion of flyering versus more sustainable options involving social media, and the need to capture photographs from events for the Fair Trade Facebook page.	
	•	<b>Noted</b> Dr Alastair Smith of Cardiff University would be in Edinburgh from 27 <sup>th</sup> February to deliver a lecture, and that the potential was there to arrange something, perhaps on a Wednesday afternoon when students would be available.	
	•	<b>Noted</b> the Just World Institute launch of the Global Justice Academy could incorporate something on Fair Trade.	
	•	<b>Noted</b> the importance of sharing information on events within the group so that all members could actively promote them.	
	•	<b>Noted</b> promotional packs available from the Fairtrade Foundation: <u>http://www.fairtrade.org.uk/resources/default.aspx</u>	
	•	<b>Noted</b> discussion of a possible fair trade debate. <b>Noted</b> that the Debating Society had not been responsive on fair trade issues.	
	•	<b>Noted</b> alternative round-table wash-up event allowing for reflection and the opportunity to digest and discuss what had happened in the fortnight and shape plans for the future.	
	0	Engagement	
	•	<b>Noted</b> discussion of the limited uptake of fair trade as a research topic and the possibility of Alastair Smith talking on the subject.	
	•	Noted the need to get lecturers on board.	
	•	<b>Noted</b> recognition within the Fairtrade Foundation of an overall shift in focus away from fair trade on to wider issues of Sustainability and the corresponding need to alter focus and terminology in order to move forwards.	
	•	<b>Noted</b> publicity expected around the Holyrood cross-party Fair Trade Nation group, APUC, code of conduct, and minimum standards, though someone would need to take ownership, arrange bookings, and organise speakers.	
	•	<b>Noted</b> discussion of the role of FTSG, that it was designed to encourage and lacked the budget to put on events. <b>Noted</b> the need to co-ordinate plans for the 10 <sup>th</sup> anniversary next year, to bring individuals back into touch and create a sense of perspective in terms of what had been achieved	
	•	<b>Noted</b> the need to sustain focus beyond FT14 and reach out to the wider academic and local community, scheduling events throughout the year, from Freshers' Week, including the possibility of a stall at the Pleasance, to the Festival, including dissertation prizes and debates. <b>Noted</b> agreement that the key issue was sustaining momentum and using these opportunities as they arose.	
	•	<b>Noted</b> discussion of the need for further research on student expectations, on what fair trade meant to them, into perceptions that the spade work had already been done and into how to convey what there was left to be done. <b>Noted</b> discussion of possible mechanisms to get this feedback, including surveys and events like the SEAG Away Day. <b>Noted</b> that group discussion was felt to elicit a better quality of feedback. <b>Noted</b> reservations, as there had already been 3 surveys outlining what needed to be done in terms of fair trade products, events and research.	
	•	<b>Agreed</b> to revisit the issue as a conversation about reaching out to unengaged and disengaged students.	ALL

	Fairtrade Café open for lunch 12:30-1:30 - http://www.eusa.ed.ac.uk/societies/society/fairtra	idecafe/
	Date of next meeting: Monday 4 <sup>th</sup> February 14:00 – 15:30 Seminar Room 1, Chaplaincy	
3 - 6	• Additional agenda items carried forward to next meeting.	
	• Noted possible events around the second producer (cotton), though this had not been confirmed yet.	
	<ul> <li>Noted Chaplaincy could host if EUSA venues were out.</li> <li>Noted possible events around the second producer (action), though this had not</li> </ul>	
	• Action – SW to take the lead on organising Afternoon Tea.	SW
	Tea event hosted by ChocSoc, SocieTea and the Baking Society.	
	• Noted discussion of the possibility of repeating last year's successful Afternoon	
	• Noted Hearty Squirrel fair trade workshop on 1 <sup>st</sup> March led by Astrid Mooney.	
	• Noted discussion of tailored menu options featuring fair trade fruit and veg.	
	• Noted Keepcup promotion still offering 10% discount in UoE outlets.	2,20
	• Action – LW & DG to liaise re: possibility of Ubuntu Cola tasting or similar event.	LW / DG
	• Noted discussion of Switch & Save style coffee and a bun promotions given associated impact on profit and EUSA embargo on bake sales given allergens and related legal issues.	
	without conflicting with Ian Macaulay's promotions.	
	<ul> <li>Action – JR to order Catedurect samples.</li> <li>Noted EUSA Catering Manager Chris Shrive keen to promote hot beverages</li> </ul>	
	<ul> <li>Noted discussion of issues around point of sale promotional material.</li> <li>Action – JR to order Cafédirect samples.</li> </ul>	JR
	<ul><li>front of the Dome shop with tie in promotions on chocolate and fruit but was keen to do something different this year.</li><li>Noted discussion of issues around point of sale promotional material.</li></ul>	
	<ul> <li><u>Retail and Catering</u></li> <li>Noted EUSA Retail Manager Paul Vincenti usually builds a fair trade display in</li> </ul>	
	a Potail and Cataring	
	• Action – SH to communicate with alumni re: fair trade football and feed back to LW.	SH
	• Noted all events would be open to alumni.	
	• Noted the Principal's Tea Party had gone well, and that tea and coffee had been identified as fair trade.	
	o <u>Alumni</u>	
	• <b>Noted</b> discussion of communications around fair trade received by students as part of the induction process.	
	• <b>Noted</b> concern about the lack of any unsolicited contact regarding FT14, which had become less important to students since the fees issue arose.	

**Note:** The Fairtrade Foundation has advised on use of its brand name i.e. any commodities or services not accredited by the Fairtrade Foundation should be termed 'fair trade' (two separate words no capital "**F**" or use **both** words with a capital)