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

37th Meeting: 14:00 - 15:50 Monday 4th February 2013, Seminar Room 1, Chaplaincy

Members:

memoers.		
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
Max Crema	EUSA Vice-President Services	MC
Anna Donegan	Sports Union President	AD
Moira Gibson	External Affairs Manager, Communications and Marketing	MG
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 <u>https://twitter.com/UoEFairTrade</u>* **are now live.**

Corresponding:		 VP Professor Mary Bownes; Professor Pete Higgins; James McAsh, EUSA President; Prof Northcott; Mr Nigel Paul; Dr Neil Thin; Prof Jan Webb 	f Michael
Apol	ogies:	Dr Kenneth Amaeshi, Anna Donegan, Prof Tim Hayward, Matt Lawson, Ian Macaulay	
0	Welcom	e and introductions	
		Convener welcomed Moira Gibson to the group, taking over from Eleanor Cowie as representative from Communications and Marketing.	
1		of previous meetings held on 29 th November 2012 and 21 st January 2013 agreed as ate record.	(Papers 1 & 2)
		Noted clarification that the Afternoon Tea event would go ahead, date to be	
		confirmed.	SW
2	Fairtrac	le Fortnight Plans – 25 Feb – 10 Mar - updates from members	(Verbal)
	http://www.ed.ac.uk/about/sustainability/fairtrade/news-events/2013/fairtrade-fortnight-2013/fai		
	•]	UoE events	
		Fair Trade Coordinator presented updated FT14 schedule document, asking all to confirm details of their events so they could be promoted.	KB
		Action – KB to follow up with John Riches from Just Trading as Alastair Smith was waiting to hear from him.	DG &
		Action – DG & MC to ensure signage indicating that refreshments at <u>TEDx</u> event were fair trade.	MC
]	EUSA VPS proposed a FTSG team be formed for the Fairtrade Football event on 2 nd March. Volunteers to contact Max. Noted that this was intended as a fun event, not a serious sporting tournament.	ALL

	Noted no update from EUSA Retail Manager on sourcing bananas for the Meadows Marathon.
	Group agreed that they would be willing to allocate a small budget to the event as a good promotional opportunity.
I	Action – MC to provide an estimated cost.
	Group agreed that they would also be willing to allocate funds to provide cakes for he producer visit on 5 th March.
	Noted link to a video featuring producer Tomy Mathews from Liberation Nuts now on the Fair Trade Facebook. Video available at:
ł	http://www.youtube.com/watch?v=SBKY2g_Ou_I
	Action – LC to share the video link with AN so it could be added to the Chaplaincy website.
	Noted confirmation by the City group of Tomy's availability from 11:30am to 2:30pm on 5 th March.
	Noted producer would have lunch in the Fair Trade Café, specific refreshments to be confirmed, and deliver an informal, 10 minute talk afterwards.
	Noted $1.10 - 1.50$ pm (5 th March) as the time when the greatest number of students would be available, and that the talk should take place within this slot.
	Associate Chaplain proposed the sanctuary as a potential venue for a longer Q&A session if required.
	Action – AN to estimate cost of providing free cakes for the event for approx. 80 attendees.
	Noted that baking could be shared between the Baking Society, Fair Trade Café and Hearty Squirrel Coop.
ł	Agreed that funds could be made available up front.
l	Noted discussion of having a donation box.
	Action – JR to find out how much was paid for ingredients for the 2012 Cabinet Secretary visit.
	Action – MC to check if EUSA stock Liberation Nuts as it would be beneficial to have a supply on hand for the event.
ł	Action - ALL to encourage related societies to send people along.
ł	Action – LW to check if People & Planet could attend.
(Group agreed to set up a rolling video of Tomy's clip in a corner of the auditorium.
1	Action – AN to look into placement.
1	Action – JR to organize laptop, data projector and small screen.
	Noted discussion of issues around accommodation for Tomy Mathews. Noted confirmation that Accommodation Services would not be able to provide this.
1	Action – AN to follow up with church network.
1	Action – KB to pass exact dates to AN.
l	Noted EUSA VPS Ethical Group meeting on 29 th February – all welcome to attend.
I	Noted confirmation that EUSA VPS had now sent out ethics and environment email.
1	Action – MC to forward email to AN.
(\	Noted Malcolm Brown of Scotmid Coop confirmed as speaker for the 7 th March CIPS Branch AGM, with South Queensferry Fair Trade Steering Group providing a wine tasting and Procurement Manager giving a tour of Old College (members and guests). This is introducing fair trade to purchasers in private/public sector

		JR
	• Action – JR to set up additional meeting of FTSG in the week following FT14 as a mop-up event to which others could be invited as appropriate, catering to be offered.	AN
	• Noted Green Living festival in the Chaplaincy on the 23 rd February as an opportunity to promote upcoming FT14 events. Action – AN to make sure this is done	EB
	• Action – EB to order FTF promotional materials	
	• Link to Schools	
	• Noted that People & Planet would be providing a stall for the Schools event.	
	• Noted that People & Planet representative had not received any responses to email circulated requesting volunteers to run the stall.	LW
	• Action – LW to chase up and get back to KB who would liaise with the City group.	
	• Noted only a few volunteers needed: a couple of helpers for the coconut shy and a few to exchange contacts to arrange school visits.	
	• <u>Other City events</u>	ALL
	• Action – ALL to promote attendance at Fair Trade City event at Out of the Blue on 9 th March from 10am.	ALL
	• Noted that an artist would be attending to do community art from fair trade waste packaging.	ALL
	• <u>Alumni</u>	
	• Noted discussion of the best way of initiating discourse around fair trade through digital media.	
	• Noted that most followers of Alumni on Twitter were other Universities and departments.	
	• Noted recommendation from Alumni that LinkedIn would be a more suitable medium for alumni themselves to start the conversation.	
	• Noted recommendation that digital media be used to mirror the live Fair Trade debate.	
	• Agreed to revisit these options next year when the Alumni Twitter network would be more developed.	
	• Noted suggestion to approach people who were involved at the time of original vote or after (Adam Ramsay, Will Garten, Ben Miller etc.) to tweet about what is was like, what difference it made, and what had happened since.	
	• Noted assurance that a number of those involved, including Robin Harper who was Rector at the time, would be willing to return for the 10 th anniversary.	
	• Noted numerous developments in that time, such as the Fair Trade Café, Hearty Squirrel, the Fair Trade Coordinator post, and the roll out of fair trade tea and coffee across the University.	SH,MG
	• Post meeting note: KB asked SH and MG to start thinking re alumni and comms	
3	Make Food Fair Campaign (standing item)	(Paper 3)
	• Noted discussion whether the group should think about endorsing the campaign, or leave it up to the societies.	
	• Action – EB to order promotional materials so that these could be made available during the producer visit. A box could be set up and postage covered so that afterwards the group could communicate how many postcards of people signing up to the campaign had been received during the event.	EB

	 Noted general agreement that steps such as the Make Food Fair Campaign represented the way forward for Fair Trade and this links to Food for Life idea. Noted award of Bronze Food for Life at Pollock 	
4	Workers' Rights Consortium (standing item)	(Verba
-	 Group agreed to stay with WRC for another year and review options next year when APUC Supply Chain Code of Conduct is live and embedded. 	(Verba KB)
	• Action – KB to write to SEAG to recommend keeping WRC for another year.	KB
5	Fairtrade Campaign Awards – for information	
	• Noted that awards criteria would be published after FT14.	KB)
6	 AOB Noted Fair Trade Nation assessment had been made, with corrective actions to be taken, and that all were welcome at the Cross Party Group this week Action – KB to send link to MG. Noted the opportunity for 1-2 projects for students during Innovative Learning Week. Fair Trade Coordinator would present a short project that could be done over 3 days (e.g. literature review for FTAN based on the work of the former Fair Trade intern) as a way to get students actively involved in fair trade. Noted regardless of uptake, the fact that the projects were being offered was key. Noted that students may come and speak to members to FTSG and video clips be recorded for the web, which may be of interest to Matt Lawson for Sustainability. Noted discussion of basing one pop up banner in the Chaplaincy permanently. Action – LW to bring along another representative from People & Planet to the next meeting to hand over. 	KB LW
	 Noted that Catherine Doherty of the Centre for Infectious Diseases at Little France had approached the One World Shop about providing a stall selling Fairtrade products for her Fair Trade Bake Sale on 5th March. Action – JR to check with Catherine Doherty if the date was fixed for 5th March due to conflict with the producer visit, though Catering at the Drum may still be able to assist. Post-meeting note: The One World Shop would be providing a stall for the Bake 	JR
	Sale, which would go ahead on 5 th March.	

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)