

Fair Trade Steering Group (FTSG) - Minute

38th Meeting: 14:00 - 15:30 Monday 20th May 2013, Seminar Room 1, Chaplaincy

Attendees:

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| Karen Bowman | Director of Procurement (Convener) | KB |
| Evelyn Bain | Procurement Manager | EB |
| Stephannie Hay | Development and Alumni | SH |
| Matthew Lawson | Sustainability Office | ML |
| Davy Gray | EUSA Environmental Co-ordinator | DG |
| Moira Gibson | External Affairs Manager, Communications and Marketing | MG |
| Lewis White | People & Planet | LW |
| Liz Cooper | Fair Trade Co-ordinator | LC |
| Anna Donegan | Sports Union President | AD |
| Sophie Whitehead | Former Fairtrade Intern | SW |
| Kirsty Haigh | EUSA Vice-President Services Elect | KH |

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;

FTAN Fair Trade Academic Network at: <http://www.sps.ed.ac.uk/jwi/ftan>

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: David Somervell, Sarah Taylor

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| 0 | Welcome and introductions KB welcomed the members to the meeting. | |
| 1 | Minutes of previous meetings held on 21 st March 2013 agreed as an accurate record. | (Paper 1) |
| 2 | Review Fair Trade Policy and Fair Trade Steering Group Remit Fair Trade Policy LC provided an overview of the proposed new Fair Trade Policy for the University. The group were asked to review the changes and provide feedback a) Change One Discussion on why “Ensuring fair trade tea and coffee is used at all meetings and at least 50% in offices” was being replaced by “encourage consumption”. KB made the point that measuring and proving the target was very hard to do. LC commented that the group did not have the authority to tell staff members how to spend | (Paper 2) |

their own money.

DG highlighted the difficulties in applying this across a complex devolved estate, and suggested if this could be a aspirational figure.

The group **agreed** to change one.

b) Change Two

Discussion on expanding the suggested change of “raising awareness on issues of fairness in global trade through events and online content”.

DG and LW suggested including direct reference to the Worker Rights Consortium (WRC), to ensure it does not fall off the radar, and the Advanced Procurement for Universities and Colleges (APUC).

KB commented on the progress with the APUC Code of Conduct and felt this should not be included in the policy, however agreed that reference to the WRC should be made in the policy.

EB suggested referencing the WRC in the document.

The group **agreed** to the change, with inclusion of reference to the WRC in Change Three.

c) Change Three

KB suggested adding direct reference to the WRC; “and with other relevant groups such as the Worker Rights Consortium”.

LW suggested a direct reference to working with the People & Planet group. Discussion followed about the range of student groups that could be included, including sport groups.

The group **agreed** to the change with direct reference to the WRC.

Action – LC to send agreed changes to all members of the group and invite feedback.

Fair Trade Steering Group Remit

LC provided an overview of the suggested changes to the remit of the group.

Discussion on encouraging greater numbers of students being involved with the group.

Action – LC and SW to discuss with students from the Fair Trade Café and other societies about the optimal time for the Fair Trade Steering Group to take place to encourage more student to attend.

Group **agreed** the changes to the Fair Trade Steering Group Remit.

LC

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| 3 | <p>Review and develop proposed Fair Trade Strategy</p> <p>LC provided an overview of the proposed Fair Trade Strategy.</p> <p>DG commended the proposed approach with a structured framework.</p> <p>ML highlighted that from experience with the Social Responsibility and Sustainability (SRS) Implementation Plan that instead of assigning groups tasks, it is better to assign tasks to individuals.</p> <p>Group agreed objectives of strategy.</p> <p>Discussion followed on assigning tasks to individuals/groups. The following suggestions were made;</p> <p>Task 1 – EUSA and Evelyn Bain Task 2 – LC and procurement teams Task 3 – Davy Gray/EUSA Marketing/CAM Task 4 – CAM and FTSG convener Task 5 – CAM and FTSG members Task 6 – All (not just FTSG) (Staff, student societies, volunteers) Task 7 – Led by D & A FTSG Rep Task 8 – Led by D & A FTSG Rep Task 9 – Freshers’ Week Working Group Task 10 – Freshers’ Week Working Group Task 11 – LC Task 12 – LC Task 13 – LC and fair trade volunteers Task 14 – LC with Joe Farthing Task 15 – To be defined during September 2013 FTSG meeting Task 16 – Professor Tim Hayward and LC Task 17 – FTSG Convener, LC, FTSG members, procurement team</p> <p>LC provided an update on the Fair Trade Academic Network; the Just World Institute is planning to launch a Massive Online Open Course (MOOC) and a fair trade dissertation prize for next year.</p> <p>Action – LC to send out information regarding the Cross-Party Group on Fair Trade at the Scottish Parliament.</p> <p>Action – LC to send strategy to all members of the group and invite feedback.</p> <p>Action – SH to enquire with Alumni Department about potential list of celebrities/ famous alumni we could invite to the ten year anniversary of the University being Fairtrade accredited.</p> <p>Action – KB to enquire into availability of the University Principal for event during the ten</p> | (Paper 3) |
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| | <p>year anniversary.</p> <p>Post meeting note:</p> <p>Fair Trade Reception: celebrating ten years as Scotland's First Fairtrade University</p> <p>Principal and SVP Mary Bownes now have this in their diary, Playfair has now been confirmed as the venue for 25th February 2014, 5-7pm.</p> <p>Members of FTSG to assist in preparing for the event, and will be invited along too. A speaker then wine reception is proposed.</p> | Action All |
| 4 | <p>Improving fair trade communications</p> <p>LC provided an overview of the paper prepared by Joe Farthing of the Sustainability Office.</p> <p>ML highlighted the positive approach being taken to ensure collaboration between EUSA, Fair Trade activities and SRS activities.</p> <p>DG suggested there was not a need to form a communications sub group and instead utilise the skills of the Communications Team in the Sustainability Office.</p> <p>Action – LC to send updated version of the communications strategy after talking with Joe Farthing and FTSG members.</p> <p>Action – ML to pass on thanks to Joe Farthing</p> | (Paper 4) LC ML |
| 5 | <p>Plans for Freshers' Week</p> <p>LC and ML highlighted the current progress of the group arranging Freshers' Week.</p> <p>Two events are planned for Freshers' that focus on Fair Trade. On the Tuesday evening an event with visiting producers will be held in the evening. On the Friday evening there will be a Food Festival with a focus on ethical and local foods.</p> <p>EUSA, Fair Trade and the Sustainability Office will share a space during the societies fair.</p> <p>KH suggested to focus on follow up events after Freshers' Week to maximise the opportunity to engage with students and get them actively involved in SRS related activities.</p> <p>Action – ML to forward to group finalised schedule of events.</p> | (Verbal) ML |
| 6 | <p>FT Volunteers plans for summer</p> <p>No update was provided with the volunteers not in attendance due to exams.</p> <p>Action – LC will provide an update on the activities of the volunteers at the next FTSG.</p> | (Verbal) LC |

