

The University of Edinburgh

Fair Trade Steering Group (FTSG)

39th Meeting: 15:00 - 16:30 Thursday 26th September 2013, Torridon Room, Charles Stewart House

Members:

Karen Bowman	Director of Procurement (Convener)	KB
Dr Kenneth Amaeshi	Snr Lecturer, Corporate Responsibility & Governance Network	KA
Evelyn Bain	Procurement Manager	EB
Jill Bruce	Development and Alumni	JB
Liz Cooper	Fair Trade Co-ordinator	LC
Moira Gibson	External Affairs Manager, Communications and Marketing	MG
Davy Gray	EUSA Environmental Officer	DG
Kirsty Haigh	EUSA Vice-President Services	KH
Stephannie Hay	Technology Enhanced Learning Services	SH
Prof Tim Hayward	Director of the Just World Institute, SSPS, CHSS	TH
Anisha Kaura	Student Ambassador	AK
Matthew Lawson	Sustainability Office	ML
Angela Lewthwaite	Estates and Buildings Office	AL
Ian Macaulay	Asst. Director of Accommodation Services, Catering	IM
Lily Malich	People & Planet	LM
Rev Ali Newell	Associate Chaplain	AN
Jane Rooney	Minute Secretary	JR
David Somervell	Sustainability Adviser	DS
Rob Tate	Sports Union President	RT

Welcome:

Kirsty Haigh; Lily Malich; Rob Tate

In attendance:

Maggie Sloan (MS)

Apologies:

Dr Kenneth Amaeshi; Evelyn Bain; Jill Bruce; Davy Gray; Stephannie Hay; Prof Tim Hayward; Anisha Kaura; Ian Macaulay; Udine Schmidt; Mike Shaw; Mike Yeomans

Corresponding:

Professor Mary Bownes; Professor Pete Higgins; Philippa Johnston (PJ); Anna Maciulewicz; Hugh Murdoch; Prof Michael Northcott; Mr Nigel Paul; Dr Neil Thin; Prof Jan Webb

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;

Action

1 Minute and actions from previous meeting (Paper 1)

Previous minute of 20 May was **agreed** as an accurate record and all actions and matters arising were confirmed to have since been resolved.

2 Welcome to new members

Convener welcomed attendees to the meeting and outlined the role and purpose of the Group, as part of the obligations of being a Fair Trade University was to have such a staff and student committee to provide a steer on issues of fair trade. Within the context of the upcoming 10th anniversary, there was expected to be increased focus and discussion of what was Fair Trade and what the Group was trying to achieve.

3 Fair Trade Policy and Fair Trade Steering Group Remit update

FTSG was a staff / student steering group which met at least 3 times a year to review progress and raise awareness of Fair Trade; especially during Freshers' Week, Fairtrade Fortnight, and World Fair Trade Day in May. The Group ensured that fair trade products were made available in University outlets and worked in partnership with the City of Edinburgh Council and the Scottish

Fair Trade forum to influence the political agenda. In order to retain its Fair Trade status, the Group co-ordinated the University's submission to the Fair Trade Foundation every 2 years, which was next due at the end of the current academic year. The new Fair Trade policy and remit presented to the Group at May's meeting had been signed off by Court on 24 June. The updated, approved version had been mounted on the web at <http://www.seagfsg. estates.ed.ac.uk/remit.cfm> and was linked from the Sustainability and fair trade website <http://www.ed.ac.uk/about/sustainability/fairtrade>

Action – **ALL** members aware of any upcoming events to send details to the Fair Trade Co-ordinator or the Group Secretary who would ensure that these were communicated on for information and promotion.

ALL

An enquiry was made if there was an equivalent EUSA policy on Fair Trade available on their website. An option was proposed that EUSA could vote to accept the University Fair Trade Policy. EUSA VPS clarified that, though most EUSA policies lasted for 4 years unless overturned, the Fair Trade policy would not expire. Sports Union President clarified that, having the same membership as EUSA, the Sports Union would be covered by the same policy.

Action – **KH** to follow up, locate the EUSA FT Policy, refresh it as necessary, and ensure that it was made publicly available.

KH

4 Report/feedback on Freshers' Week (9 – 15 September)

The Fair Trade Co-ordinator had worked with the Social Responsibility and Sustainability Department to produce a programme of events. The main fair trade event, on the evening of Tuesday the 10th, featured two fair trade producers who gave presentations on fair trade handicrafts. 15 people attended and fair trade refreshments were served. There was a SRS/Fair Trade stall on Wednesday 11th and Thursday 12th at the Societies Fair. Of 1200 attendees, 254 signed up for varying degrees of engagement with Fair Trade. This was followed up by a newsletter which had been sent to those who ticked to receive it. Those who had indicated an interest in volunteering opportunities would be approached with more details. Fair Trade was also represented at the Food Festival at the Pleasance on Friday 13th, which was attended by 600 people over the 3 hours and included a variety of fair trade edibles.

Convener thanked the Fair Trade and Sustainability Programme Co-ordinators for their efforts, emphasising the need to follow up on these engagement activities.

5 Fair Trade volunteer projects for 2013/14

Four potential volunteer projects had been set up and would be pursued according to where interest lay. These included an exhibition on 10 Years of Fair Trade (suggested to be held in the Main Library, to be confirmed) which had already attracted some interest. Others had volunteered as reporters to produce articles for different media throughout the year. Group **agreed** to monitor progress on volunteering and keep promoting these opportunities as they arose.

ALL

Action – **LC** to circulate the link to the EUSA volunteering site: <http://volunteering.eusa.ed.ac.uk/organisations/289/>

LC

Group discussed the citywide 'Feeding the 5,000' Edible Edinburgh event celebrating local food which would take place on Saturday, 5th October in Bristo Square in collaboration with EUSA. Volunteers were sought to help with set up on the Friday, to help out on the day, and to help carry out the public survey. Full training for all volunteers would be provided. Fair Trade City was also asking for volunteers to help staff their stall at this event. The food would be provided by the One World Shop and Scotmid. Hadeel would be advertising separately through the volunteering site. The Hearty Squirrel Co-op would also be involved.

Sustainability Programme Coordinator raised a Council backed paper on the issue of food that had been presented for comments.

Action – **ML** to circulate links with further information.

ML

Group discussed the 50/50 Food Challenge, in which students would sign up for a week to only eat food produced within 50 miles of Edinburgh. An interactive map and brochure of shops where this produce was available were being put together. It was scheduled for October, though the specific week was still to be decided and full details were yet to be finalised.

Action – **MS** to let KB know the details so they could be passed on the City group.

MS

Action – **ALL** to direct their networks to the SRS website, and to share links from the Fair Trade Facebook page.

ALL

6 Feedback from SRS planning workshop

The workshop had been well attended by a mixture of academic and operational staff, though student numbers were limited given the time of year. Staff left positive feedback on the event, particularly on the resulting sense of being part of a larger movement within the University, despite normally being dispersed. The Fair Trade Co-ordinator hosted a table and reported that attendees had asked for more resources explaining what constituted fair trade.

Action – **LC** is developing more detailed resources to be made available on the website. This brings together the FTAN approach to ‘questions on fair trade’ as well as FTSG.

LC

The intention in future was to have fewer speeches and set aside more time for attendees to interact at the tables, and to have 2 workshops per year, including one during semester time to give students more opportunity to attend. As one of the few events bringing together students and operational staff, it was felt that this should be encouraged. E&B Administration and Committee Officer emphasised the importance of getting the date into diaries as far ahead as possible.

7 EAUC Fair Trade Community of Practice update

Now that there was a national network of approximately 180 fair trade Universities, our Fair Trade Co-ordinator offered to set up a Community of Practice on Fair Trade in the EAUC (Environmental Association of Universities and Colleges) to share experience, ideas and best practice among further and higher education institutions in the UK. This was predominantly virtual, comprising online discussions and webinars. Set up in August, 65 people had since signed up, some of which were in Sustainability roles, some were academics and students, and others were just interested on a personal level. Further details on the new EAUC Fair Trade Community of Practice was available

at: <http://www.ed.ac.uk/about/sustainability/fairtrade/news-events/2013/fair-trade-cop>

27 members had completed a short survey covering what members were already doing about fair trade, what they would like to do more of, what challenges they faced, and what they wanted from the network.

All members of FTSG were encouraged to join and could sign up

at: http://www.eauc.org.uk/fair_trade

ALL

8 10 year anniversary plans

Last year FTSG decided that there should be a ceilidh (to be hosted in Teviot, possibly outwith Fairtrade Fortnight) and a formal lecture event taking place within the Fortnight in order to benefit from the publicity. The Principal has asked SVP Mary Bownes to host in his absence. The event would consist of a lecture and a reception and members of this Group, civic representatives, the Lord Provost, and SFTF etc... to be held in the Playfair Library on **25 February from 5 to 7pm**. The recommended speaker was a former Chief Executive of a FT trading organisation with experience and embedded knowledge of fair trade issues. A name would be released once they had formally confirmed. The Convener raised a potential

challenge in that it was also the Fair Trade Nation anniversary and emphasised that it would be important to get the Minister committed to the University's event.

The Group felt strongly that the ten former EUSA Presidents should be encouraged to attend and some incentive made in order to bring them all back together, or at least to submit a video message. Ben Miller in particular was felt to be vital, as he had originally campaigned for fair trade status, receiving the Principal's Medal for his contribution to Fair Trade.

Action – KB to ask Martin Rhodes if the University could host the official anniversary, in order to avoid a clash.

KB

Post meeting note: the Convenor has confirmed with CE of SFTF that no Ministerial event planned for that date. A press release would be made as to one year as a Fair Trade Nation and reference to the University event if appropriate. Liaison via CAM.

MG/KB

Action – KH to look at scheduling a ceilidh in order to maximise attendance and the overall success of these events.

KH/RT

The Group discussed using a variety of music at the ceilidh to reflect the different fair trade groups, though it may be difficult to combine this with the idea of a ceilidh. Group acknowledged the Ceilidh Society as a valuable potential resource for securing a ceilidh band and **agreed** to ask the Sports Union for their help with the event. Once the details had been worked out they would be reported back so the event could be publicised as part of the overall programme. The Group also discussed potential Sports Union events including fair trade football, which did not necessarily have to fall within Fairtrade Fortnight

The possibility was discussed of having 10 year old wine or whisky (the University's own whisky, if possible) to reflect the anniversary, as similar ideas had been positively received at other events.

Action – KB to follow up on options with Ian Macaulay.

KB

There was no official budget for the 10 year anniversary, though there would be funds for catering the main event, and one of the Colleges may contribute. The ceilidh was expected to be self-funding. Events requiring funding should indicate this as soon as possible so that a request could be made in time.

International Development Society was planning an event that could incorporate fair trade, with support from the Global Development Academy. The International Development Society's plans were outlined for International Development week (week of 25 January), including a long event series. Student Maggie Sloan (MS) highlighted Tedex mini events themed around the global academies. Fair Trade Coordinator is exploring options for events during Innovative Learning Week. The School of Divinity and the Business School were planning a joint seminar bringing together business and ethics. Professor Northcott of Divinity would be giving a 'fair trade versus free trade' talk and the Business School would hold the talk 'Should Business Help Poverty?', among more general discussions of the professionalisation of corporate responsibility. This was identified as a channel that was not being adequately tapped into. A Climate Justice Conference was planned to take place on 9 October, organised by the Scottish Government, which had already invested millions in climate justice projects, and it was likely that an ongoing fund would be set up.

Action – LC to put details of relevant events on the website and social media

LC

It was proposed that the Business School be pulled in to the discussion and the Senior Lecturer, Corporate Responsibility & Governance Network, be approached as a member of the Group to ask if the new head of the MBA programme would want to join. Group discussed whether there would be a follow up to Professor Northcott's talk, though it was very lecture based.

Convenor emphasised the need to have Fairtrade Fortnight plans in place **early** in order to better co-ordinate with the programmes of the fair trade producers. Group acknowledged the need to focus on connecting up events in order to maximise attendance. The overall intention

was to reflect on the last 10 years and look ahead to how things could be in another 10 years, stressing the actions that current students and staff can take. Group were reminded of the local as well as global implications of fair trade. Along with the sense of fair trading and the Trading Standards Institute, this made the term too all-encompassing, leading to confusion. The Holyrood Cross Party Fair Trade Group on 25 September had also discussed the confusion arising from the various different schemes, and the desire to talk about fair trade being impeded by difficulty in defining it and establishing what the term did and did not cover.

Action – LC to include content on defining fair trade on the info sheets on the website. FTAN to consider position papers, research on ‘meaning of fair trade university’ or in dissertations.

LC

Action – ALL to encourage their networks to ask for fair trade goods in local outlets (e.g. the Tesco opposite Old College) and to ask suppliers for their policies on fair trade.

ALL

9 Fair Trade Communications Plan (Paper 2)

As an interim measure, the Fair Trade Co-ordinator had produced the Fair Trade Communications Plan with the SRS team, previously circulated, though no feedback had yet been received. This was intended to indicate the methods of communication available and who to contact. The Group **agreed** to accept the Plan as a working document.

ALL

Convener thanked the Fair Trade and Sustainability Communications Coordinators for their work on the Plan.

10 Fair Trade Strategy (Paper 3)

The current Fair Trade Strategy was based on what had gone before, pulled together into one cohesive document. It had been to the Group previously in draft form and had been accepted. This standing item was put on the agenda in order to monitor progress via a quick update each time FTSG met. The Group **agreed** on sending the document out with the agenda and papers in advance of future meetings, adding an extra column to include updates from each member. (See Appendix 1 : Implementation Plan)

JR

11 Funding available for staff and students to put on events

The Fair Trade Co-ordinator had already been discussing ideas for Innovative Learning Week 2014 (ILW, 17 – 21 February) with the Sustainability Programme Co-ordinator. The Fair Trade Co-ordinator highlighted the Evaluation Report: Innovative Learning Week 2013 (available in full

at: http://www.docs.hss.ed.ac.uk/iad/Learning_teaching/Academic_teaching/News/Evaluation_Report_ILW2013.pdf), noting that communication promoting ILW was felt to have been inadequate, and that some Schools were squeezing the week into their own timetables rather than planning fun, creative learning events. Various suggestions were made, including organising a visit to local suppliers (e.g. Scotmid), or a potential trip to Parliament to talk about being a Fair Trade Nation, asking students to present to Parliament, offering a prize for the best.

Action – MG to check recess date and report back.

MG

This year funding would be made available for staff and students to run an event. The deadline for **student event proposals was 5pm, Friday 8 November and for staff was 5pm, Friday 15 November**. Further information available from:

<http://www.ed.ac.uk/staff-students/students/studies/innovative-learning/funding>

ALL

Group discussed Innovation Initiative Grants: one-off contributions designed to support a range of unique activities across the university and to provide “start-up” funds for new initiatives which could later become self-funding or receive support from other sources. The **deadline for**

ALL

Semester 1 was midnight on the last day of October, with further information available from: <https://www.dastq.dev.ed.ac.uk/IIG/default.aspx>

12 Dissertation prize promotion

The Fair Trade Co-ordinator circulated posters relating to the Dissertation Prize. Further information and promotional material had been emailed to School Secretaries and was available from: <http://www.ed.ac.uk/about/sustainability/fairtrade/news-events/2013/ftan-dissertation-prize>

Action - ALL to arrange for the display of this promotional material in their areas.

ALL

13 Workers' Rights Consortium

More Universities had joined WRC in the interim. The Group discussed what to do with the WRC reports, which were not currently mounted on the University web, but were published by WRC. It was acknowledged that there had not been recent promotion about the decision to join WRC, and that someone in FTAN or invited who was knowledgeable about the code would be needed to deliver a lecture.

Group discussed the new EU project Electronics Watch (<http://electronicswatch.org/>) involving People & Planet which was now live. An EU grant had been received by a group of European NGOs including P&P to develop Electronics Watch, which was an independent monitoring organisation working to achieve respect for labour rights in the global electronics industry influencing socially responsible public purchasing in Europe. The Group recognised the value of this work; the University's spend on electronics being much greater than that on garments. An event was planned for the start of next semester focusing on the electronics industry, to include a talk explaining the problems and identifying ways ahead. It was proposed to pull relevant Heads of Schools and IS together to support an event; to run a workshop bringing together different Universities; focusing on the changes planned for Scotland for which EAUC could be asked to organise speakers.

Post meeting note: this is proposed under the banner of APUC/EAUC Sustainable Procurement Topic Support Network (Convenor co-convenor of SP-TSN with S Connor, APUC)

KB

The Group discussed the Bangladesh factory collapse, noting the lack of impact on sales as highlighting apathy in this area. Half the producers in Bangladesh were now said to be covered by the new WRC code, though it would be difficult to tell if this figure was accurate. Pressure was being put on the local government to put in place a minimum wage and safety inspections. <http://www.workersrights.org/linkeddocs/BangladeshAccordFactoryListRelease.pdf>

ALL

14 APUC Code Of Conduct

As part of APUC collaborative procurement group, the University was working with EUSA, People & Planet, and an equivalent staff/student group in Aberdeen on a sector-wide Steering Group to agree a code of conduct covering supply chain, economic, environment and social aspects which would be made available on the website. APUC is responsible for creating the database behind it and managing the compliance for their suppliers which account for about 30% of this University's procurement spend. Suppliers to Universities and Colleges in Scotland would then be asked if they followed the scheme; if they had labeling reflecting this; and if they were willing to undergo independent verification. The University's intention was to use the same approach for its own suppliers. The Group acknowledged the value of having a student voice at that level of influence.

Action – KB to chase up and report back at the next meeting.

Post meeting note: now known as APUC Sustainability Working Group, next meeting is on 21 Oct 2013

**KB
KB/KH/PJ**

15 AOB

Group discussed the lack of focus on the promotion of ethical and environmental careers, even though Sustainability and Greentech had been the main sectors of growth since 2007.

The Third Sector careers day (to be held on 10th October this year) was felt not to have been particularly academically focused, and students expressed preference for a subject-specific approach. Work was ongoing with the Careers Fair regarding representation from 3rd sector NGOs. The Careers Team were organising an event on 5 November focused on alternative careers for engineers.

Action – KB to ask the organisers if they could include opportunities for engineers in procurement / supply chain, and ask if other sciences and other options could also be included, as this kind of event was felt to be useful to students outwith the School of Engineering. **KB**

Post meeting note: Engineering event open to other science students, response from careers service passed to LM and KH, Head of Careers will update EUSA Sabbs on policy re ‘fairs’. **KH**

Date of next meeting: Monday 25th November, 14:00 – 15.30, Seminar Room 1, Chaplaincy, Bristo Sq.

All members were invited to the Fair Trade Café, 12:30 – 13:30, for lunch before the meeting

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”).

Appendix 1: Implementation plan 2013-14

Task	Responsibilities	Indicators	
Expand fair trade procurement	EUSA Evelyn Bain	<ul style="list-style-type: none"> Fair trade product ranges on sale/sold 	
Obtain up-to-date information on fair trade labelling, codes of conduct and other fair trade schemes	Liz Cooper (research), Procurement teams	<ul style="list-style-type: none"> Training courses attended Meetings attended Codes of conduct/policies signed up to Info shared widely 	
Increase fair trade signage/labelling	Davy Gray/EUSA Marketing, with CAM	<ul style="list-style-type: none"> Signs/labels displayed 	
Fair trade in staff welcome pack	CAM and FTSG convenor	<ul style="list-style-type: none"> Printed or online material in staff welcome pack/email 	
Fair trade in staff news/magazine	CAM and FTSG members	<ul style="list-style-type: none"> Articles in staff news/magazines 	
Organisation of fair trade events throughout the year	All (not just FTSG) (staff, student societies, volunteers...)	<ul style="list-style-type: none"> Events held Turnout Coverage of events 	
Fair trade in alumni magazine	Led by D&A FTSG rep	<ul style="list-style-type: none"> Articles in alumni magazine 	
Fair trade in alumni social media	Led by D&A FTSG rep	<ul style="list-style-type: none"> Mentions of fair trade on Facebook, Twitter and LinkedIn 	
Fair trade in Freshers' pack	Freshers' Week Working Group	<ul style="list-style-type: none"> Printed or online material in Freshers' pack/welcome email 	
Fair trade in Freshers' and induction week	Freshers' Week Working Group	<ul style="list-style-type: none"> Web content/posters Events held 	
Fair trade volunteering opportunities	Liz Cooper	<ul style="list-style-type: none"> Volunteers recruited 	
Website maintenance	Liz Cooper	<ul style="list-style-type: none"> Website updates Page views 	
UoE fair trade social media, plus links with other social media	Liz Cooper, fair trade volunteers	<ul style="list-style-type: none"> Facebook and Twitter updates Numbers of 'likes'/followers/shares 	
Fair trade communications and engagement strategy	Liz Cooper with Joe Farthing	<ul style="list-style-type: none"> Communications and engagement strategy in place 	
Preparation for 2014 – Ten Year Anniversary as Scotland's First Fairtrade University	To be defined during September 2013 FTSG meeting	<ul style="list-style-type: none"> Concrete plans in place 	
Develop Fair Trade Academic Network (independent from FTSG)	Prof. Tim Hayward, Liz Cooper	<ul style="list-style-type: none"> Recruitment of network members Website complete and up-to-date Events held Dissertation prize established Funding obtained/project underway 	
Maintain/develop linkages with external bodies	FTSG Convenor, Liz Cooper, FTSG members (share info and links), Procurement team	<ul style="list-style-type: none"> Meetings held with other bodies Joint events held Partnerships/collaborations established Contributions made to policy developments 	