

The University of Edinburgh

Fair Trade Steering Group (FTSG)

14:00 - 15:30 Monday 25th November 2013, Seminar Room 2, Chaplaincy, Bristo Square

Members:	Karen Bowman	Director of Procurement (Convener)	KB
	Dr Kenneth Amaeshi	Snr Lecturer, Corporate Responsibility & Governance Network	KA
	Evelyn Bain	Procurement Manager	EB
	Bryony Budd	Fairtrade Café	BB
	Jill Bruce	Development and Alumni	JB
	Liz Cooper	Fair Trade Co-ordinator	LC
	Alice Fitzsimons-Quail	Hearty Squirrel	AF
	Moirra Gibson	External Affairs Manager, Communications and Marketing	MG
	Dave Gorman	Director of Social Responsibility and Sustainability	DG
	Davy Gray	EUSA Environmental Officer	DGr
	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
	Jenny Rivett	Media & Communications Volunteer	JRi
	Jane Rooney	Minute Secretary	JR
	Undine Schmidt	People & Planet	US
	Maggie Sloan	International Development Society	MS
	David Somervell	Sustainability Adviser	DS
	Rob Tate	Sports Union President	RT
	Sophie Whitehead	Former Fair Trade Intern	SW
	Laila Wilfred	SRS Communication Facilitator	LW

Apologies: Dr Kenneth Amaeshi; Evelyn Bain; Bryony Budd; Jill Bruce; Dave Gorman; Kirsty Haigh; Stephannie Hay; Tim Hayward; Anisha Kaura; Matt Lawson; Ian Macaulay; Jenny Rivett; Rob Tate; Sophie Whitehead

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;

1 MINUTE FROM MEETING ON 26 SEPTEMBER AND MATTERS ARISING (Paper 1)

Previous minute of 26 September was **agreed** as an accurate record.

Fair Trade Policy and Fair Trade Steering Group Remit update

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

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

Items on the Freshers' Food Festival and Edible Edinburgh: Feeding the 5,000 event were available on the website, alongside other resources published by the Fair Trade Coordinator.

Action – **ALL** members wishing to add materials to the website to contact the Fair Trade Coordinator. **ALL**

EAUC Fair Trade Community of Practice update

EAUC Community of Practice, available at <http://www.ed.ac.uk/about/sustainability/fairtrade/news-events/2013/fair-trade-cop> had been publicised.

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Fair Trade Communications Plan

Work on the plan was still in progress.

Fair Trade Strategy

Noted that the Fair Trade Strategy paper had been circulated.

Funding available for staff and students to put on events

The Fair Trade Coordinator had applied for grants on the volunteers' behalf and would report back on the outcome.

Workers' Rights Consortium

APUC/EAUC Sustainable Procurement Topic Support Network had been deferred.

Careers Team Event

The event, focused on alternative careers for engineers, had taken place on 5 November and was successful and well attended.

2 FAIR TRADE VOLUNTEER PROJECTS FOR 2013/14

3 projects were running:

1. Bike-powered cinema event to be organized by volunteers during Fairtrade Fortnight
2. Photography exhibition at various locations including Bristo Square, ECA, and the Playfair Library
Associate Chaplain recommended that the exhibition volunteers contact Judith Fleming regarding use of the Chaplaincy as display space as it already held the required equipment to hang the photographs. The ground floor of the Noreen and Kenneth Murray Library was proposed as a suitable venue for the exhibition at KB. Concerns were raised about the suitability of the Main Library in George Square as the very wide boards there may cause problems. It was proposed that 2 or 3 venues be used during FT14 and that the exhibition then move around the Estate for the rest of the 10th anniversary year, including Little France and Easter Bush, to better interact with the University community. Group discussed adding a link to the exhibition from the Fair Trade website and discussed the possibility of a short film.
3. Articles written for OurEd
The student articles would be produced throughout the year and put forward for inclusion in various media.

The Group expressed their appreciation and thanks for the work being done by the volunteers.

TEDx Innovative Learning Week

Noted event scheduled for 21 February which would have fair trade aspects.

Action – MS to pass on TEDx and other updates to LC once available.

MS

3 10 YEAR ANNIVERSARY PLANS

Playfair Library Lecture 25th February 2014 evening

The keynote speaker at the event on 25 February would be former Traidcraft Chief Executive Paul Chandler. The event would be hosted by Senior Vice Principal Mary Bownes. A senior government official had been invited.

Post meeting note: Humza Yousaf, MSP minister for fair trade had

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confirmed: <http://www.scottish.parliament.uk/msps/Humza-Yousaf-MSP.aspx>

This would also mark 1 year of Scotland being a Fair Trade Nation (there will be no other events marking this on the day). All members and volunteers would be invited as well as dignitaries and representatives from the City and the University. The Senior VP would make the opening remarks then invite an elected student representative to give thanks to which the Minister would respond. Senior VP would introduce the student voice to set the scene. The running order was yet to be finalised. There would be an informal interval before the talk which would provide an opportunity for various groups to have small exhibits, posters or tables. **Agreed** to promote the event through the group's connections to Fair Trade Nation, the City and faith communities.

A query was raised regarding the stated aims of the event. These were to acknowledge and celebrate achievements to date; to encourage people to engage and, as a high profile, outward facing event, to create an extra sense of challenge to take things to the next level; to have a public lecture event based on a nomination from a professor within the Fair Trade Academic Network; and to mix charitable and fair trade work and University business. It was expected that the Minister attending would give the event greater impact. The main focus would be on fair trade in a broader context and what further action could be taken. Group **agreed** that there were important issues beyond fair trade labelling. This was an opportunity to reflect on the way ahead and where the Group and the University needed to be in another 10 years. This was a question for the group to tackle in the follow up meeting to FT14. Group discussed whether to plan a specific follow-up session. **Agreed**, if so, to schedule this after FT14 as there would already be a lot going on in terms of the exhibition, producer visits, ceilidh etc. **Agreed**, rather than adding another event, to have at the event on the 25th a corner to collect people's thoughts on the way forward in a visual way, similar to the banana pledges. It was felt that this would not disrupt the format or formality of the event. It was proposed that similar pledge cards be made available at all events in FT14 and throughout the tenth anniversary year.

Group discussed the demographic of the event and a query was raised regarding how attendees would be chosen. These would include representation from the governing body of the University, EUSA, FTSG, FTAN and the Fair Trade City Group. The event would then be open to any students, staff or members of the public wishing to attend. It was proposed that representatives be invited from other Edinburgh institutions. Group acknowledged the difficulty in getting people to attend who were not already actively involved in fair trade, as had been the case with the open lecture in McEwan Hall. It was confirmed that the event would be open to the entire student body. **Agreed** that the event could be moved to a larger venue to accommodate demand.

If the student body was keen to progress fair trade through the societies then that was felt to be the best way forward. Hot topics included the Workers' Rights Consortium, the garment trade, tech industry, and investment. While these all came under the banner of fair trade, it was felt that they deserved attention in their own right. The Fair Trade City Group had initiated an education sub-group comprising staff and students from the Colleges, Napier, Heriot-Watt, Queen Margaret University, the University of Edinburgh and some of the schools. **Agreed** that this would be a good forum for this kind of discussion.

Other events

Noted International Development Week 2014, taking place 20 - 25 January. Further details of events were available at: <http://www.ed.ac.uk/schools-departments/global-development/news-events/events-section/international-development-week-2014> and would be promoted through Facebook and Twitter.

The Ceilidh would take place on a Friday, though which one had not yet been confirmed.

Action – DGr to ask KH to send details to the minute secretary for onward circulation.

DGr

Noted Fair Trade City event on Saturday 1 March at Out of the Blue. This would be a family event

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and feature storytellers.

There was an event to be hosted by Edinburgh Zoo, details still to be decided, and a festival or fair event in the city on Fair Trade Day. The floral clock would also be made up with a fair trade theme. Group discussed possible partnership opportunities with Cardiff, as two fair trade capitals of fair trade nations. Details would be posted at the following link or could be obtained directly from Evelyn Bain:

http://www.edinburgh.gov.uk/info/20103/fairtrade/1130/fair_trade_news_and_events

EB

Noted World Fair Trade Day on 10 May.

4 EAUC FAIR TRADE COMMUNITY OF PRACTICE

No update.

5 FAIR TRADE GUIDE NOW ON OUR WEBSITE

(Paper 2)

Members were encouraged to review the guide, available at:

<http://www.ed.ac.uk/about/sustainability/fairtrade/guide-to-fair-trade> and feed back to the Fair Trade Coordinator.

ALL

6 FAIR TRADE STRATEGY MONITORING

(Paper 3)

The document had been updated for progress, but a decision had not yet been made regarding the best way to manage updates. It was suggested that this could come under SRS reporting. The text had just been finalised for the SRS highlights report. Fair trade had not been included as progress for the year had just been completed. It was proposed that going forward progress tracking be implemented in more detail that would be covered in the SRS Implementation Plan. The traditional way had been to put out news stories.

Action – **ALL** with information on events to pass to JR for circulation.

ALL

Joe Farthing and the website project were working on a combined calendar, though there were problem getting people to share information in time before events.

7 SUSTAINABILITY IN PRACTICE WORKSHOP ON FAIR TRADE (16TH OCT)

No update.

8 FAIR TRADE CAMPAIGN TRAINING SESSION REPORT

No update.

9 SRS DEPARTMENT FAIR TRADE VIDEO

Work on the Fair Trade video was underway.

10 INNOVATIVE LEARNING WEEK PLANS

Noted that a few plans for ILW had fallen through as they had not been submitted in time.

11 PUBLIC PROCUREMENT (REFORM) BILL PROGRESS

At the heart of the Bill was a clause on SRS. Convener had raised a query why fair trade was not included in the Bill and had been informed that this was coming in the regulations. Further details at: <http://www.ed.ac.uk/schools-departments/procurement/news/proc-reform-scot-bill>

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12 ETHICAL PROCUREMENT AND FAIR TRADE EVENT (19TH NOV)

Group discussed the Ethical Procurement Event which was felt to be more than a tick box exercise and go beyond fair trade labelling to look more generally at ethics in procurement and investment, changes in the law, and the corresponding changes needed to current practice:

<http://www.ed.ac.uk/about/sustainability/fairtrade/news-events/2013/sfff-conference>

13 WORKERS' RIGHTS CONSORTIUM

Noted statement received from the Procurement Manager regarding the Bangladesh Fire Safety Accord. The University would embed a statement on this in future tenders and would contact the prime contractor to check if they were signed up and contact collaborators to see about getting it included in their tenders. This was the first step on sustainable procurement. Details available from:

<http://www.ed.ac.uk/about/sustainability/fairtrade/news-events/2013/bangladesh-factory-conditions>

14 APUC CODE OF CONDUCT

Noted that an agreed code of conduct was now in place. 30% of the University's spend now went through APUC. The University of Aberdeen had recently joined and the University of Dundee was about to. APUC were in the process of developing a text database which should be available for circulation in February. This would enable sharing of information, starting with the first tier of suppliers and working down. Group acknowledged that certain labels were more meaningful than others. Further details at: <http://www.ed.ac.uk/schools-departments/procurement/policies-procedures/apuc-supply-chain-sustainability>

15 AOB

Noted ethics forum seminars every 6 weeks, which could be advertised as a potential forum to discuss the way ahead.

Action – **JR** to follow up with Sports Union regarding details of Fair Trade Football event.

JR

Agreed to publicise Barclays and tax justice event.

Sustainability Adviser recommended ABE books <http://www.abebbooks.co.uk/> Better World Books, with a depot in Dunfermline, as an alternative portal for second hand books and Word Power Books in West Nicolson Street for new books.

Action – **JR** to set up trial wiki for collaborative document editing (including progress log and events calendar).

JR

Post-meeting note: Wiki now available at: <https://www.wiki.ed.ac.uk/display/FairTrade/Home>

Action – **ALL** members were urged to spread the word on fair trade and reminders that Edinburgh was a fair trade University.

ALL

Noted confirmation that the fair trade flags would fly during FT14.

JR/AL

16 DATE OF NEXT MEETING: Monday 20th January, 14:00 – 15.30, Seminar Room 1, Chaplaincy