

The University of Edinburgh

Fair Trade Steering Group (FTSG) - MINUTE

41st Meeting: 14:00 - 15:30 Monday 20th January 2014, Seminar Room 1, 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
	Jill Bruce	Development and Alumni	JB
	Lily Colleen	People & Planet	LCo
	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
	Angela Lewthwaite	Estates and Buildings Office	AL
	Ian Macaulay	Asst. Director of Accommodation Services, Catering	IM
	Rev Ali Newell	Associate Chaplain	AN
	Rob Tate	Sports Union President	RT
	Sophie Whitehead	Former Fair Trade Intern	SW
	Co-conveners of Fairtrade Café	Edinburgh University People and Planet Society	FCS
In attendance:	Alexis Heeren	Engagement Facilitator (Volunteer Minute Secretary)	AH
	Hannah Roques	Stand-in for Lily Colleen (People & Planet)	HR
	Michelle Brown	Head of Programmes, Social Responsibility & Sustainability Department	MB DG
	Dave Gorman	Director of Social Responsibility & Sustainability Department	KM
	Kate Murray	APUC Intern	PR
	Pascale Robinson	Fair Trade Volunteer	
Apologies:	Jill Bruce, Lily Colleen, Stephannie Hay, Ian Macaulay, Rob Tate, Maggie Sloan		

1 MINUTE FROM MEETING ON 25 NOVEMBER AND MATTERS ARISING

Previous minute of 25 November was **agreed** as an accurate record.

EUSA Fair Trade policy update

EUSA Fair Trade policy will be on the EUSA website by the end of the week. The policy will be listed in the Policies section and the Ethics and Environment sections of the site.

Fairtrade Football event

The committee was unsure whether a Fairtrade Football competition is running this year. In previous years it was hosted by People & Planet. Clarification is needed re if the event is taking place and who is responsible for organising.

Noted this event proved popular in previous years and the committee was keen to see it continue. It does not necessarily need to run during Fairtrade Fortnight.

Action – HR to confirm whether Fairtrade Football is happening at the next People & Planet planning meeting. **HR**

Action - LC to contact Rob Tate to see if Sports Union are interested in getting involved in organising. **LC**

2 FAIRTRADE FORTNIGHT EVENT PLANNING

23rd Jan: Ethical business – Does Fair Trade go far enough?

Details of the event can be found in the event description online and on Eventbrite.

Noted attendance by ethical student societies is encouraged.

25th Feb: Public lecture by Paul Chandler

Key contacts will be invited electronically over the next few days. Tickets will then be released to the wider community. Speakers will also include the Minister for International Development and External Affairs and Kirsty Haigh. Exhibition space is available to student groups wishing to have a display. The event will be covered in Staff News and Bulletin magazine.

Noted news stories should be agreed relatively soon with Barbara Lang in the Press Office.

Noted the title of the lecture - 'Does Fair Trade Make A Difference?'

Noted VP Mary Bownes will chair the event, as the Principal is unavailable

Action – **KH** to ask exhibiting student groups to confirm their attendance with Morag Eadie, PA to Director of Procurement, so tables and tablecloths can be booked

KH

Fair trade volunteers' exhibition

Submissions from students are being received but more are needed – deadline for images on fair trade to be submitted = 31st Jan.

7th Mar: Ethics forum seminar on fair trade

Liz Cooper is in touch with a Dundee academic who will speak at the seminar, alongside a practitioner. Details will be shared once confirmed.

Fair Trade Volunteers' bike powered film screening

Date and film to be confirmed.

24th Mar: Fair trade celidh

The celidh will be promoted using student communication but is also open to staff and the public. Tickets can be purchased on the EUSA website at £4 each. Surplus money will be donated to a fair trade charity to be determined (possibly the Fair Trade Forum). The event may include speakers from NUS.

3 CONSULTATION ON 'WHAT NEXT FOR FAIR TRADE' USING BUNTING

Bunting will be used at each Fairtrade Fortnight event to collect and display staff and students' ideas about the future of fair trade.

Action – **ALL** members hosting an event to request bunting through Liz Cooper in advance – Printing Services are providing triangles of thin coloured card from leftover cuttings.

ALL

4 ANY OTHER BUSINESS

Noted Jill Bruce has stepped down as the Development and Alumni representative for the Fair Trade Steering Group.

Action - **KB** to speak to Head of Development and Alumni Department to identify a suitable replacement.

KB

Noted Fair Trade Steering Group meetings clash with student timetables.

Action – **LC** to organise a doodle poll to identify best times for future committee meetings.

LC

Noted the need for representation from key student groups and societies on the committee.

Fair Trade promotional video

Sunnah Kahn from the Sustainability Department will make a short 2 minute video to be potentially screened at Fairtrade Fortnight events. Theme – 'What does fair trade mean at Edinburgh?'

One feeds two

Dave Gorman raised the ongoing question of whether the University/its catering outlets should partner with One Feeds Two, a social business providing a mechanism for one meal to be provided for a child in school in an African country for every meal sold here. 8p added to each meal price is donated to Mary's Meals, a charity that provides meals to schoolchildren in developing countries.

Suggestion that JP from One Feeds Two could be invited to a fair trade event to promote this concept.

Noted if this model were adopted it must be justifiable to the university community over other options. A student consultation may be appropriate to gauge opinion, but operational logistics must be worked out first.

Fair trade outreach in Scottish schools

Huge potential for student volunteers to share fair trade messages with local schoolchildren. Past activities were ad hoc and disorganised.

Noted that better links between the University and schools should be cultivated and any future fair trade outreach programme should be formalised.

Action – **DG** to speak to Professor Pete Higgins at Learning for Sustainability Scotland to coordinate fair trade outreach using the Centre's existing structure and aim to promote 'global citizenship'.

DG

Action - **EB** to ensure Fairtrade City flags are up around campus by the 25th of Jan.

EB

Noted Fair Trade events to date have mainly focused on food products. It would be good to expand the scope by collaborating with the Sports Union on clothing/sports strips/sports equipment.

Action – **LC and KH** to follow up with the Sports Union representative to discuss furthering the fair trade agenda in this area.

LC / KH

5th March – Fairtrade wine producer talk and tasting

EUSA will co-host the event with the Wine Tasting Society

Fair trade producer event

Producers from a Fairtrade paper mill in Nepal are available on the afternoons of Thursday 27th or Friday 28th February. Producers will meet a staff member at the ECA during their visit but this appears to be a private meeting.

Noted before scheduling more consideration should be taken as to who would attend the event.

Noted the Sustainability Department can help fund the producer visit if necessary.

Noted the 27th as the preferred date and the Chaplaincy as the preferred location for the visit, if a student society wish to take on the organisation and promotion

Action – **EB and KB** to identify the ECA contact and propose holding an event at the ECA.

EB / KB

Action – **EB and KB** to confirm following fair trade City Group meeting that the producers are still available on the 27th.

EB / KB

Action – **KH** to investigate partnerships with artistic societies such as Create Soc.

KH

Action – **HR** to suggest supporting the event at People and Planet's next planning meeting.

HR

5 **Noted** the University's Fairtrade Foundation application is underway and relevant groups will be requested to contribute statements in a month's time.

Noted Alastair Smith from the University of Cardiff, and member of Cardiff Fair Trade City Group, initiated a link between Cardiff and Edinburgh cities, which will both be celebrating 10 years as fair trade Cities this February. A note of some sort will be exchanged between provost and mayor to mark the occasion.

DATE OF NEXT MEETING: Tbc following Doodle poll