

Fair Trade Steering Group (FTSG) - MINUTE

44th Meeting: 15:00 - 17:00 Tuesday 27th May 2014, Torridon Room, Charles Stewart House

Members:	Karen Bowman	Director of Procurement (Convener)	KB
	Kenneth Amaeshi	Snr Lecturer, Corporate Responsibility & Governance Network	KA
	Evelyn Bain	Procurement Manager	EB
	Michelle Brown	Head of SRS Programmes	MB
	Jill Bruce	Development and Alumni	JB
	Lily Colleen / Philippa Johnston	People & Planet	LCo / PJ
	Liz Cooper	Research & Policy Manager – Fair Trade	LC
	Alice Fitzsimmons-Quail	Hearty Squirrel	AFQ
	Moirra Gibson	External Affairs Manager, Communications and Marketing	MG
	Dave Gorman	Director of SRS	DG
	Davy Gray	EUSA Environmental Officer	DGr
	Kirsty Haigh (Tasha Boardman)	EUSA Vice-President Services	KH
	Stephannie Hay	Technology Enhanced Learning Services	SH
	Tim Hayward	Director of the Just World Institute, SSPS, CHSS	TH
	Corrina Henderson	Careers Service	CH
	Anisha Kaura	Student Ambassador	AK
	Matthew Lawson	SRS Programme Manager	ML
	Angela Lewthwaite	Estates and Buildings Office	AL
	Ian Macaulay	Asst. Director of Accommodation Services, Catering	IM
	Hugh Murdoch (Briana Pegado)	EUSA President	HM
	Ali Newell	Associate Chaplain	AN
	Jenny Rivett	Media & Communications Volunteer	JRi
	Jane Rooney	Minute Secretary	JR
	David Somervell	Sustainability Adviser	DS
	Rob Tate	Sports Union President	RT
Welcome:	Michelle Brown; Corrina Henderson; Briana Pegado; Tasha Boardman		
In attendance:	Rachel Clough (for Angela Lewthwaite); Sunnah Khan for item 3		
Apologies	Kenneth Amaeshi ; Evelyn Bain; Jill Bruce; Lily Colleen; Philippa Johnston; Alice Fitzsimmons-Quail; Davy Gray; Stephannie Hay; Tim Hayward; Anisha Kaura; Matthew Lawson; Angela Lewthwaite; Ian Macaulay; Hugh Murdoch; Jenny Rivett; David Somervell; Rob Tate		

1	MINUTE FROM MEETING ON 20 MARCH AND MATTERS ARISING Minute of the previous meeting was agreed as an accurate record.	
2	‘WHAT NEXT FOR FAIR TRADE’ CONSULTATION RESULTS [Paper 1] Research and Policy Manager had collated 134 consultation responses received during FT14 events. While the consultation had not captured specific details on respondents, it was felt to represent a good mix of stakeholders. All key points outlined in Paper 1, including communication, labelling and signage, would be taken forward. Action – LC to publish the consultation results and KH to link from the EUSA website. <i>Post-meeting note: Link to consultation results on SRS website</i>	LC/KH
3	FAIR TRADE COMMUNICATIONS Objectives for SRS / Procurement communications plan The SRS Communications Team were working on embedding FT communications into the wider SRS programme, with the aim of centralising communications by summer 2014. Following on from a messaging paper submitted by the SRS Communications Manager, the team were now asking for input from FTSG as a whole. Action – DGr & incoming sabbaticals to think about how to emphasise the student-led aspect of these initiatives, and to work with the SRS Comms Team in getting this message across, following up on events, and taking a comprehensive approach to marketing fair trade policy to staff and students.	DGr/BP /TB

<p>4</p>	<p>STUDENT INVOLVEMENT & REPRESENTATION</p> <p>The Group discussed ethical fashion - which the ECA Degree Show focuses on – as well as opportunities to engage with the ECA students and arrange an event around the issue.</p> <p>Incoming Sabbaticals / Sports Union</p> <p>FTSG thanked outgoing VPS Kirsty Haigh for her contribution throughout the year. The Group welcomed the incoming President and VPS, thanking both for taking the time to attend, and urged them to continue to do so where possible. Opportunities around the Commonwealth Games and potential fair trade linkages would be followed up with the incoming Sports Union outwith the meeting.</p> <p>Proposed Ethical Forum</p> <p>The Group recognised the need to make more connections with EUSA Global and agreed that the Chaplaincy would lead and take this forward.</p> <p>FTSG noted the challenge faced by former VPS Max Crema in creating the Forum, in that there were so many societies that it could be relevant to, and recognised the value in ongoing communication with societies throughout the year as well as the benefits of getting people together more formally.</p> <p>FTSG encouraged maintaining links between the SRS Department and EUSA. A student-specific area of the SRS website was planned which would provide information on societies and publicise seminars, lectures and events. Students had been invited to the SRS planning day and their input into the session had been highly valued.</p> <p>The proposed Ethical Forum would provide a useful ‘light touch’ way of connecting, facilitating student/staff engagement, and surfacing student views on issues such as UNPRI, embedding SRS issues into the curriculum, and the SRS Implementation Plan. It was felt that these issues alone would ensure the forum had sufficient material for discussion in the medium term. It would also provide a channel for debate on non-fair trade, non-procurement more general ethical issues and would benefit from being integrated within the existing committee structure.</p> <p>It was proposed that EUSA should bring their environmental policies to FTSG as well as submitting papers, as had been done to propose joining the WRC.</p> <p>Action – TB to circulate a message to all students seeking volunteers to replace current student members and asking if any additional societies would like to have a standing member on the Group.</p> <p>Action – DG & SRS Team to pick up the proposed Ethical Forum within the SRS and Governance review.</p> <p>Noted the suggestion of using the Chaplaincy as a venue for a collaborative information exchange event.</p> <p>Action – SRS to follow up with the Chaplaincy on availability.</p> <p>Noted Kate Glencross and Lucy Lamb in Communications and Marketing as valuable contacts on student communications.</p> <p>Group discussed feedback from science & engineering students as part of an ethics series organised at KB regarding lack of content on ethics in their courses. It was proposed that events be planned at KB (and Easter Bush, WGH, and other campuses) to raise awareness, get direct active involvement and tie in to the Visions <i>for</i> Change campaign.</p> <p>Action – All to consider how FTSG should present itself to students and how to take forward student involvement and representation given its responsibility to listen to the Student Voice.</p> <p>Plans for student research placements</p> <p>The Research and Policy Manager was organising postgraduate student research placements which, from next summer, would allow students to visit University supply chains (e.g. Malawi rice). Work was ongoing to integrate these within existing schemes at SSPS and the Business School and to develop links to other aspects of the supply chain.</p> <p>Information on suppliers was now available from APUC which would indicate whether they adhered to codes of conduct. There was potential to link this in to student placements and potentially seek funding to train students in social auditing.</p> <p>Action – CH & LC to liaise on current situation, link to the Careers Service, and possible sources of funding.</p> <p>FTSG recognised the benefits of involving students in research and promoting opportunities to gain work experience abroad while helping the University investigate its supply chain.</p> <p>The Business School was proposed as a potential partner for arranging student placements next year, particularly if these looked outwith the University’s own supply chain. Noted clarification that these student research placements would be credit-bearing.</p>	<p>AN</p> <p>TB</p> <p>DG</p> <p>JR</p> <p>All</p> <p>CH/LC</p>
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5	<p>FAIR TRADE LABELLING AND SIGNAGE</p> <p>Fair trade labelling, which was felt to be good in EUSA shops and venues, though less prominent in the Dome shop and library café, should be consistent across all outlets.</p> <p>Action – KB to make a recommendation to Ian Macaulay on behalf of the Group that FT signage be made more prominent.</p> <p>There was felt to be some confusion as to what FT labelling actually meant, which correlated with the outcomes from a recent MSc study reporting that fair trade products were being sold at UoE but that the concept was not being communicated or explained. One objective could be to focus on the fair trade debate, the impact of fair trade, the contribution the University makes, and how this benefits individuals and communities. Agreed on the need to work together with SRS Comms to communicate this message in a creative way, as had been done by the successful photographic exhibition during FT14.</p> <p>Action – DG when meeting with Neil Bradley of Communications and Marketing to raise the idea of a mural in Bristo Square, or a display similar to Marketing Manager Deepthi de Silva-Williams’ ‘Inspiring Women’ exhibition displayed in and around the Visitors Centre in March 2014.</p> <p>Group also noted potential linkages to Zoe Paterson at ECA, who heads up a design agency group that bids for work and has been used by the Careers Service. Group discussed issues sourcing a budget for this work, though if it were credit bearing, or integrated into Innovative Learning Week, then it could be made fair exchange.</p> <p>Action – SK/BP to follow up and SK/JF to update the group on developments at the next meeting in September.</p> <p>EUSA was continuing to work with NUSSL on improving fair trade labelling in its outlets.</p> <p>Action – JR to recirculate instructions on how to join the EAUC Community of Practice on Fair Trade.</p> <p><i>Post-meeting note: Details were circulated on 2 June.</i></p> <p>Potential event with representatives from labelling organisations</p> <p>Informal approach to Fairtrade Foundation representatives had indicated that they would be willing to participate in a discussion on fair trade labelling and could be available for an event in Fairtrade Fortnight provided sufficient notice was given. Once a date had been agreed, it was proposed that representatives from the Fairtrade Foundation (FTF), the World Fair Trade Organisation (WFTO), and the Rainforest Alliance be invited to speak. Representatives from across the sector would be invited, as well as the topic support network and the Holyrood Cross Party Group. It was proposed that the event be open to the public. Noted that the proposed Ethical Forum would be an excellent means of surfacing questions to put to the labelling organisations. Input from the Business School could be sought to ensure appropriately challenging questions were asked. The SRS event plan for 2014/15 is currently being worked on and this event will be incorporated, hopefully to fall in Fairtrade Fortnight.</p>	<p>KB</p> <p>All</p> <p>DG</p> <p>SK/BP/ JF</p> <p>JR</p>
6	<p>PLANS FOR FRESHERS WEEK 2014</p> <p>Plans were underway for a Sustainability Tent to include representation from TEDx and EUSA Global. There would be a Food Festival and a cycle-powered cinema event organised in collaboration with Take One Action and the Film Society. These events were student-focused but open to all, and offered definite scope to bring in fair trade and to look at food waste.</p> <p>FTSG discussed the information given to incoming students, noting that they were not asked what they wanted to know, though a survey was planned following Freshers’ Week to capture this. It was anticipated that SRS issues arising would be practical – around food, waste, travel and energy.</p> <p>FTSG discussed the best point to begin engaging with incoming students, and agreed that this should be early, before they had a chance to get into bad habits. The alternative campus tour was suggested as a possible opportunity. While the Halls of Residence did a great deal of work around recycling, there was a gap to be addressed when students moved into flats. The Freshers’ Week App presented a good opportunity as a tool capable of holding a great deal of information as well as the facility for push notifications.</p> <p>Action – KH/TB to get more details and feed back to the Group.</p> <p>Group discussed partnership opportunities with the Centre for Sport and Exercise. As a large space which saw intensive use by students, it was felt that a lot more could be done in this area. Louise Campbell and Sarah Nimmo were noted as contacts for the Healthy University Project, and sports science students were also suggested as a focus for engagement.</p> <p>Action – MB/SK to follow up with CSE re: potential linkages, fair trade footballs and kit.</p>	<p>KH/TB</p> <p>MB/SK</p>

7	<p>FAIR TRADE IN LEARNING & TEACHING</p> <p>A paper on integrating SRS issues into the curriculum would go to Learning and Teaching Committee on 28 May. It proposed that a Working Group be formed, that 6 credit bearing modules be made available and requested £150K to deliver its strategic programme. Noted that Sue Rigby was broadly supportive and that Ian Pirie would take it forward. Director of SRS was following up with Pete Higgins on including fair trade.</p> <p>Director of SRS agreed to highlight the issue of fair trade medical implements when meeting with Hugh Edmiston.</p> <p>FTSG noted the possibility of having text on courses including SRS elements on the top line of Learn, the University's main centrally-supported virtual learning environment (VLE). Noted the wider capacity of PATH in the College of Science and Engineering - a web-tool to display the courses offered by a School with features to aid the course choice process. The issue of tagging courses would be taken forward by EUSA academic sabbaticals.</p>	DG
8	<p>SOCIAL FINANCE SCHEMES & USE OF ENDOWMENT FUNDS</p> <p>Following consultation on applying UNPRI principles to the University's endowment funds, decisions on issues including transparency and redirecting funds to social finance schemes would begin to be made by Investment Committee over the summer and into the autumn. Research in this area currently ongoing in the Business School. It was emphasised that any endowment investment was not a grant but needed a return on investment.</p> <p>Prison Visit</p> <p>FTSG noted a social and political science initiative which was making academic funding available from the proceeds of crime for research into intervention with young people from deprived areas. Noted the need to follow up on the prison visit and consider wider ideas of fair trade by looking at investment in companies employing former prisoners and investigating the possibility of procuring from the Prison Service. Potential reputational impact in the extent to which UoE should be publicly associated with the Prison Service should be weighed against its responsibility to inspire & promote social justice. Noted clarification that MHP Shotts had been selected on the recommendation of the Prison Service for its population of long stay prisoners.</p>	
9	<p>WORKERS' RIGHTS CONSORTIUM (standing item)</p> <p>FTSG noted that the Minute Secretary would now take over as point of contact for messages from WRC. It would be made clear on the email if the University bought from the supplier involved. If this was not mentioned then recipients should understand that the University did not buy from that supplier, though others, such as individual sports societies, might. Information in the WRC messages could be publicly shared.</p> <p>Action – All not wishing to be included in the circulation list for these emails to notify the secretary.</p>	All
10	<p>ELECTRONICS WATCH UPDATE (standing item)</p> <p>FTSG noted that Electronics Watch had launched and was on schedule to begin producing factory reports in 2015. The Group felt that the University should be publicising this work more as well as researching into its impact. It was proposed that a briefing on the subject be prepared for the University Secretary.</p> <p>Action – DG to follow up with Angi Lamb on the possibility of bidding for a Court seminar on SRS.</p>	DG
11	<p>PROCUREMENT REFORM BILL UPDATE</p> <p>The Procurement Reform Bill passed Parliament and is would come into law in September. The University managed to get an exemption for research related procurement. A number of relevant European directives were also coming into effect.</p>	
12	<p>AOB</p> <ul style="list-style-type: none"> • Membership Carried forward to next meeting in September. • Fair Trade Outreach in Schools Carried forward to next meeting in September. • Fair Trade wine – cost & availability FTSG noted email correspondence from past president of Edinburgh University Graduates' Association, member of the General Council Business Committee, and supporter of Fair Trade Ritchie Walker highlighting the price increase in Edinburgh First fair trade wine. Noted that the 	

	<p>increase may be volume-related. FTSG felt that the wine offered by Edinburgh First should be fair trade unless purchasers request otherwise.</p> <p>Action - KB to raise with Stuart McLean who would pass on to Ian Macaulay and Richard Kington.</p> <p><i>Post-meeting note: LC raised the issue with Ian Macaulay and sent a response based on his input to Ritchie.</i></p> <ul style="list-style-type: none"> <p>Sustainable Food Policy</p> <p>Group agreed that fair trade food could be included in the University’s Sustainable Food Policy. A draft Policy would be presented to SEAG Ops for comment on 28 May and subsequently go to SEAG for endorsement on 10 June.</p> <p>Action – JR to circulate draft Sustainable Food Policy to FTSG for comment.</p> <p><i>Post-meeting note: draft policy circulated on 2 June</i></p> <p>While EUSA met a number of the criteria for the Food for Life Award, it was not felt to be worth the additional resources involved in pursuing accreditation in order to be able to use the label.</p> <p>Action – MB when meeting with Ian Macaulay to follow up on the cost of fair trade wine and enquire if UoE meat is halal and feed back to the Group.</p> <p>SOAS research on Fairtrade</p> <p>FTSG discussed the School of Oriental and African Studies, University of London (SOAS) report ‘Fairtrade, Employment and Poverty Reduction (FTEPR) in Ethiopia and Uganda’ which looks at the income of wage workers on fair trade and non-fair trade farms. These workers do not always have access to the amenities built with fair trade funds. Research and Policy Manager would write a post in response for the SRS blog.</p> <p>Action – JR to circulate link to the post once available.</p> <p><i>Post-meeting note: link to blog post 'Is Fairtrade failing the poorest farmers?' Link to statement by the Fairtrade Foundation in response to the SOAS report.</i></p> <p>Use of Fair Trade cleaning products</p> <p>The new Traidcraft ‘Clean and Fair’ product line including soap hand cleaning and surfacing cleaning materials made from fair trade palm oil is undergoing informal testing in E&B. As domestic products, they would ultimately be destined for sale in outlets. The products would need to be sourced through current provider Bunzl or consideration given to issues including the additional vans required for delivery. Traidcraft have been asked not to use the University name.</p> <p>Action – AL to report back to the Group on the outcomes of testing.</p> 	<p>KB</p> <p>All</p> <p>JR</p> <p>MB</p> <p>JR</p> <p>AL</p>
<p>DATE OF NEXT MEETING: TBC following outcome of Doodle poll</p>		