

UNIVERSITY OF EDINBURGH

MINUTE OF A MEETING of the Fair Trade Steering Group held in the Cuillin Room, Charles Stewart House on Tuesday 30 September 2014.

Members: Karen Bowman (in chair), Director of Procurement
Kenneth Amaeshi, Lead, Corporate Responsibility and Governance Network
Evelyn Bain, Procurement Manager
Tasha Boardman, EUSA Vice President Services
Conor Bond, Sports Union President
Michelle Brown, Head of SRS Programmes
Jill Bruce, Development and Alumni
Liz Cooper, SRS Research and Policy Manager
Joe Farthing, SRS Communications Manager
Hannah Genders Boyd, People and Planet representative
Moira Gibson, External Affairs Manager, Communications and Marketing
Dave Gorman, Director of SRS
Davy Gray, EUSA Environmental Officer
Stephannie Hay, Technology Enhanced Learning Services
Tim Hayward, Director of the Just World Institute
Corrina Henderson, Careers Service
Matthew Lawson, SRS Programme Manager
Ian Macaulay, Asst. Director of Accommodation Services, Catering
Ali Newell, Associate Chaplain
Briana Pegado, EUSA President
Vikki Stewart, Estates and Buildings representative

Apologies: Kenneth Amaeshi; Evelyn Bain; Tasha Boardman; Conor Bond; Jill Bruce; Dave Gorman; Davy Gray; Stephannie Hay; Tim Hayward; Corrina Henderson; Matthew Lawson; Ian Macaulay; Briana Pegado; David Somervell

1 The minute of the meeting held on 27 May 2014 was approved as a correct record. **Paper A**

FTSG welcomed Vikki Stewart, a new member representing Estates and Buildings.

2 All matters arising covered in the agenda or post-meeting notes to Paper A.

SUBSTANTIVE ITEMS

3 **Good Food Nation Consultation** **Paper B**

FTSG noted a paper from the Head of SRS Futures reporting on the outcomes of the Good Food Nation Consultation event co-hosted by Nourish Scotland and Edible Edinburgh on 4 September. Further information and events available at: <http://www.nourishscotland.org/events/good-food-nation-consultation-events/>.

Action – LC to find out if the Scottish Fair Trade Forum were involved in this consultation.

Post-meeting note: LC would raise SFTF's role in Good Food Nation at a meeting with Martin Rhodes on 28 October.

Action – MB to follow up with DS to clarify how these groups related to each other and where they diverged.

The Convener emphasised the need to take sustainable food issues to SRS Committee in order to investigate how UoE Food Policy related to wider food procurement strategy and initiatives, and to address the challenge of opening up and engaging new students and staff with these issues.

FTSG noted that Nourish Scotland would compile a co-ordinated consultation response, that the Head of SRS Futures would lead on the UoE response, and that EUSA may respond separately.

Post-meeting note: UoE consultation response submitted on 13 October.

4 Coffee Conscience Update

Paper C

FTSG noted this paper, comprising an update from UoE supplier Coffee Conscience on the planting of their 1000th fruit tree as part of a wider programme of support for local community projects. The Group recognised the vital role played by the Assistant Director, Catering Services in these initiatives.

As of 5 September 2014, the University was responsible for contributing 336 fruit trees to the scheme. Pop-up stands and promotional materials from Coffee Conscience would be displayed in UoE catering outlets.

Action – MB to follow up on promotion and include the details in SRS reporting.

Action – VS to follow up with the Director of E&B regarding the possibility of using UoE space for a community orchard (potentially linking in to the KB apiary).

Action – HGB to investigate interest within the student community for an orchard and liaise with E&B.

Noted Apple Orchard Day on 21 October and efforts to co-ordinate publicity.

The Assistant Director, Catering Services had previously noted that from a waste stream perspective, coffee grounds were a concern as no outlet had yet been found for their reuse.

Action – JR to check if there had been any subsequent update on this issue.

FTSG discussed a 2012 pilot scheme working with the café at Easter Bush to offer coffee grounds to staff and students for free for use as a fertiliser (similar to the Council grass clippings scheme).

Action – MB to follow up and update the Group.

5 Feedback From Freshers' Week 2014

Freshers' Week events and engagement activities had been very successful: over four days more than one thousand students came along to learn about SRS issues. The SRS marquee at the Societies Fair allowed sufficient space to accommodate partners including the Chaplaincy, TEDx, and EUSA Global.

Fair trade issues were featured at the [Freshers Food Festival](#) which focused this year on food waste. There were two stalls on fair trade food including the Fairtrade Café. Over 600 people attended this event alone, the vast majority of whom were freshers. Most had attended based on word of mouth. Feedback

collected on the event had been positive. One provider of fair trade cleaning products had been identified as a potential partner. It was proposed that the Festival could focus on fair trade in a future year (and that this could go beyond food to encompass art, gold, conflict minerals etc.)

Action – JF to take the proposal for a fair trade themed Food Festival forward and liaise with the Group on any support needs.

Action – JR to add as an agenda item for the next meeting.

6 SRS Strategy Review Update

The Head of SRS Programmes updated the Group on the ongoing review and refresh of the University Social Responsibility & Sustainability Strategy 2010-2020. Updating the SRS Strategy required a proactive and systematic process of engaging with internal and external stakeholders. Engagement events so far included: the Edinburgh Sustainability Awards Workshop on 22 April; the SEAG Operations Away Day on 23 May; an Academic Workshop on 20 August; and a Student and Staff Academic Forum planned for 21 November. SRS Programme Facilitator Lucy Miu was working the EUSA VPS on a SRS Student Forum that would feed in to review of the Strategy.

Early engagement activities had focused on operational sustainability. Work was currently focusing on embedding SRS in learning and teaching and on engagement with critical stakeholders. The next key milestone would be working with departments to establish what goals they already had in place and what their vision was for the future.

The Head of SRS Programmes asked members where they saw fair trade going. Noted the [‘What next for fair trade?’ consultation results document](#) as a clear summary of FTSG’s vision for the future. For People and Planet, focusing on a different campaign each year, the issue was more complex and more fragmented.

Action – MB to arrange for HGB to meet with members of the SRS team to engage in the review process.

Action – JR to add as an agenda item for the next meeting.

ROUTINE ITEMS

7 Workers’ Rights Consortium

Paper D

The Research and Policy Manager introduced the paper which comprised the final draft of a letter sent to the Workers’ Rights Consortium on 5 September raising various points on how UoE could take its affiliation further, as part of its broader commitment to social responsibility. WRC responded quickly and a follow up telephone conversation including the Procurement Manager was planned. Issues for discussion included: the possibility of WRC offering overseas experience for UoE students; views on prison labour in supply chains; engagement strategies for non-compliance; and WRC sharing their research.

Action – VS to ask if Estates would like a member of their staff included in the call with WRC.

It was clarified that, in the event of a UoE supplier having a supplier in their chain that used indentured labour, UoE would either refer the issue to APUC or take it to the supplier directly and ask what they planned to do to address it. It

was clarified that the policy calls for a commitment to engage with the supply chain, not termination, and under public procurement law UoE could not legally cancel the contract. If such an issue arose, the power of the consortium and People and Planet Global would be brought to bear to influence the company involved.

While ILO did not police these standards, the Ethical Trading Initiative did with regard to its members. It was suggested that an event exploring these issues could be held with UoE supplier ARCO.

8 Electronics Watch Update

Electronics Watch, which was funded by a multi-million pound European grant, had a growing number of members across Europe. It was similar to the WRC but focused on the electronics industry, which was smaller than the garment trade with a narrower supply chain and fewer factories. These were generally located in China, which could raise other issues for NGOs working on the ground. It would be difficult to say more until the standards were in place, though ILO principles still applied. Jim Cranshaw of People and Planet was noted as the main contact.

EW was currently engaged in building up a set of legal terms to incorporate into contracts. While conflict free minerals were not as yet under consideration, they would be looked at in due course. Once the standards were available UoE would communicate them on to its suppliers. It was anticipated that there would be a large-scale launch event once the standards were released. These were expected to be in place by 2015, when monitoring would begin.

FTSG noted the recent formation of a Sustainable ICT Group. IS had been informed that UoE had joined Electronics Watch and had been asked for their support.

9 Fair Trade Events Update

The SRS Research and Policy Manager outlined the Fair Trade Events Plan for 2014, including an invitation to researchers and practitioners to discuss the question of trade justice. This was planned for around 24-26 February and would be followed by a public event in the evening, questions to be submitted in advance. The Research and Policy Manager would be attending a trade advocacy event in Brussels on 6-7 October.

Action – LC to report back on the event at the next meeting.

Action – JR to add as an agenda item.

Noted that the Scottish Fair Trade Forum had asked UoE to host the 2014 Fair Trade Awards and Fairtrade Foundation Photography exhibition. The SRS Programme Facilitator was looking at dates in November.

Post-meeting note: The Awards would be held on 14 November. Deadline for nominations 31 October.

The theme for Fairtrade Fortnight 2015 (23 February - 8 March) would be the impact of fair trade. The Fair Trade City Group were to support SFTF in bringing in producers from Mauritius involved in the manufacture of garments, textiles, and protective clothing, for a 4 day visit to Edinburgh during FT14. FTSG would need to identify early the days and events it wanted producers to attend. Noted potential linkages to ECA on garments.

Action – VS to bring samples to the attention of PPE purchasers in E&B.

FTSG discussed partnership opportunities with [Bala Sport](#), a new social enterprise based in Glasgow supplying Fairtrade footballs and sports balls made in Pakistan. Noted that their footballs were all to international standards.

Post-meeting note: Members were invited to attend a meeting of the Cross Party Group on Fair Trade featuring a presentation by Bala Sport on Tuesday 28 October at 1pm at Holyrood. (Those wishing to attend to notify Martin Rhodes by midday on Tuesday 21 October).

Action – EB to follow up with the Centre for Sport and Exercise.

On 28 February the City of Edinburgh Council planned to hold a public family event. Possible venues included Out of the Blue in Leith and Summerhall.

10 Fair Trade Communications Update

FTSG noted that work was now complete integrating fair trade communications into the SRS stream, including the website and social media channels.

The Edinburgh Sustainability Awards 2014-15 and new programme of Be Sustainable Workshops (over 40 across the University) had now been launched. It was anticipated that these would have a significant impact. The Awards helped to integrate and embed SRS into individual departments. The Be Sustainable guide was currently being updated and SRS would work with Procurement to ensure clear and consistent guidance on purchasing.

Fair trade would feature in the first substantive SRS Report in December which would include a good deal of the information submitted as part of the University's fairtrade status renewal application in July.

11 Any Other Business

Student Research Placements

The SRS Department were organising placements for Masters students and the Research and Policy Manager was currently liaising with Just Trading Scotland and their partners in Malawi.

Action – All to share any other ideas for student placements or suggestions for pieces of work.

One option was to approach APUC on social auditing training. SSPS and the Business School had existing arrangements for placements to fall back on. Noted potential linkages to the Student Experience Project. FTSG discussed safety concerns and the need to focus on pursuing organisations such as Malawi Rice that already had people on the ground. These placements should be at the invitation of the company and would need to be co-ordinated carefully.

Just World Shop

FTSG noted that the Just World Shop needed help in finding new premises for the next two years (approx. 1,000sqm). Possibilities suggested included the empty space left by the Russian Institute on South College Street and the Streetwork space on the Bridges.

Action – KB to liaise with Christine Harper regarding possible UoE tenancies.

ITEMS FOR FORMAL APPROVAL/NOTING

12 Sustain Demo

The Convener gave a presentation on [Sustain](#), the APUC web-based tool to assess what suppliers were doing in the areas of social, ethical, economic and environmental sustainability. Free for suppliers, it enhanced understanding of the supply chain. Rather than a pass/fail exercise, it assessed achievements against standards set by the sector (APUC Code of Conduct) and put them into 13 requirements for suppliers to assess themselves against, deciding which categories applied to them. It required only one submission per supplier, even if they were on more than one agreement or contract.

The purpose was:

- to deliver on APUC & client institutions' desire to buy in a ethically, socially, and environmentally responsible manner
- to facilitate risk mitigation and safeguard institutions' reputations
- to address gaps in understanding of the supply chain
- to respond to pressure from student groups.

The Convener outlined where Sustain sat within existing pre-award and post-award structures and talked the group through the process. The contract manager would invite the supplier to register and APUC staff would check and subsequently publish their information. It would then cascade down to sub-contractors, taking some time to fully complete. So far six suppliers were on board for early testing. Next steps included:

- Website T&Cs to be refined and launched
- Longer term, category specific issues to be developed
- Feeding in Marrakech prioritisation
- Formal launch and contract managers to start issuing invites
- Training of first university / college or consortia users.

13 Update on Scottish Fair Trade Forum AGM & Conference

The SRS Research and Policy Manager updated the Group on the event, held on 6 September, which highlighted collaboration with other nations on the Fair Trade Nation campaign. The aspiration was to build producer visits into longer term relations (e.g. with Bala Sport). The event had also explored the FT14 2015 theme of impact, including various illustrative posters and slogans. Bandi Mbubi of Congo Calling gave a talk on fair trade minerals. FTSG noted that UoE did not as yet have a ratified policy on this issue. Work was ongoing on this as one of many policies arising as investigations into the supply chain went deeper.

Noted discussion of the possibility of adding Bala Sport as a UoE supplier. Initial impressions were that they did produce sufficient volume and, while they just made footballs at present, there were plans to branch out. FTSG would monitor developments.

14 Use of Fair Trade Cleaning Products

Estates Operations had trialled the fair trade palm oil floor cleaner and found it to be no better or no worse than the products currently in use. However,

concerns had been raised that it would not hold up as well to winter use as it was a domestic product and not designed for the purpose. There had also been a tendency for the trialled bottles of washing up liquid and hand wash to go missing partly due to their size, though it was noted that these would be available in larger 5 litre sizes in four weeks' time. The Convener clarified that the purpose of the trial was purely to establish if the products did the job and if they did that UoE should try to migrate to the fair trade alternatives.

FTSG encouraged EUSA to stock these products in their outlets and Accommodation Services to consider adding them to the items provided for holiday lets. FTSG recognised that the items included in the AS baskets needed to meet the requirements for a prestige display as well as being locally sourced and organic.

Action – HGB to speak to the EUSA VPS regarding getting these items into EUSA shops.

The E&B representative noted that the items for domestic use would be trialled in their Infirmary Street office.

Action – VS to request that Estates Operations trial the floor cleaner over the winter and feed back to the Group on the outcomes of this and the local Infirmary Street trial.

Following testing, the issue would come back to the Group, Procurement, and Estates for a decision. Issues of quantity and scale would be addressed at the second stage.

FTSG noted a study comparing paper towel dispensers with hand dryers which had found the latter to be much more energy efficient and sustainable over their lifetime. The SRS Communications team would be working on a campaign promoting these findings included stickers affixed to hand dryers thanking users for not contributing to landfill, and could design a similar campaign around the use of fair trade cleaning products.

Noted discussions as to whether fair trade cleaning products were also eco-friendly (i.e. biodegradable and easily absorbed back into the environment), and the potential for a student project on this issue.

Action – VS to investigate who in E&B would be best placed to assess the eco-friendliness of these products.