

Fair Trade Steering Group (FTSG)
Monday 20 April 2015, 3pm
Torridon Room, Charles Stewart House

AGENDA

- 1 Minute** **A**
To approve the minute of the previous meeting on 3 February 2015
- 2 Matters Arising**
To raise any matters arising not covered in post-meeting notes

SUBSTANTIVE ITEMS

- 3 Review of Fair Trade University** **Verbal**
To receive a presentation from Case Studies in Sustainable Development students Jess Acton & Mena Grossmann
- Fair Trade International Symposium paper
- 4 Procurement Rules Consultation – SRS Policy Implications** **B**
To note and discuss a paper from the Convener
- **c/f item from last meeting** *Bollocks to Poverty / Student Christian Movement campaign UoE suppliers' tax practices* - verbal report from student representative Pascale Robinson
- 5 Electronics Watch and Procurement** **C**
To discuss an update from the Convener
- 6 Student Placements Update** **Verbal**
To note and discuss an update from the Research & Policy Manager on MSc dissertation placements in Malawi with JTS and SRS
- 90kg Rice Challenge
- 7 Conflict Minerals Policy Scoping/Progress** **D**
To receive an update from the Research & Policy Manager

ROUTINE ITEMS (verbal unless otherwise noted)

- 8 Workers' Rights Consortium – meeting with Durham**
To receive an update from the Procurement and Research & Policy Managers
- 9 EUSA Fair Trade Update**
To receive an update from the EUSA Vice President Services
- 10 Fair Trade Communications Update**
To receive an update on messaging from the Communications Manager
- 11 Any Other Business**
To consider any other matters from Group members

ITEMS FOR FORMAL APPROVAL/NOTING

- 12 APUC SUSTAIN Update** **Verbal**
To receive an update from the Convener

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UNIVERSITY OF EDINBURGH

MINUTE OF A MEETING of the Fair Trade Steering Group held in the Cheviot Room, Charles Stewart House on Tuesday 3 February 2015.

Members: Karen Bowman (in chair), Director of Procurement
 Kenneth Amaeshi, Lead, Corporate Responsibility & 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
 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; Conor Bond; Michelle Brown; Jill Bruce; Joe Farthing; Davy Gray; Stephannie Hay; Tim Hayward; Matthew Lawson; Ali Newell; Briana Pegado; Vikki Stewart

1 Minute**Paper A**

FTSG noted an amendment to item 13 of the previous minute - APUC Sustain Update. The second paragraph should read 'The immediate aim was to get data for the top ten companies supplying the sector group, and then the top 160 suppliers, representing 35% of spend'.

The minute of the meeting held on 15 December 2014 was approved as a correct record.

2 Matters ArisingWorkers' Rights Consortium

The Procurement Manager and the Research and Policy Manager had met with Ricarda Bieke of APUC Scotland and would keep the Group up to date on developments.

Medical Instruments

The Convener and Director of SRS had met with the Head of Procurement at NHS Lothian and Tayside to discuss NHS policy both nationally and at a local level. A copy of the NHS policy would be sent to the Convener who would then share it with Prof. John Iredale at the Medical School. Procurement would follow up with the Vet School separately.

SUBSTANTIVE ITEMS

Paper B

3 Good Food Nation Consultation – SFTF Response

The Group had heard nothing further regarding the Scottish Government response. FTSG felt that the letter from SFTF Director Martin Rhodes had clearly made the point that fair trade should be considered alongside local food in Good Food Nation.

4 Bollocks to Poverty campaign - UoE suppliers' tax practices

In the absence of the student representatives who raised the item, it would be carried forward to the next meeting of FTSG.

Post-meeting note: a similar letter had been sent to the Convener from the Student Christian Movement and response invited SCM to accompany or be represented by BtP there.

5 Fair Trade Fortnight, 23 February - 8 March 2015

City of Edinburgh Fairtrade Fortnight Public Event

Volunteers were still being sought to assist with this open event to be held on Saturday 28th February at the main hall Summerhall, 10.00am – 2.30pm.

Action – All to promote the event through their networks.

Fairtrade Fortnight Schools Event

This invitation only event would take place on Tuesday 3rd March, 4.30pm – 6.30pm at St Thomas of Aquin's High School.

UoE Producer Visit

PPE producers from Craftaid Mauritius would be visiting the University 2.30 – 4.30pm on Monday 2nd March 2015, tying in with Fairtrade Café at the Chaplaincy. Following a 10 minute speech in the auditorium the event would move upstairs to Room 2.

Action – JR to check if the Chaplaincy could accommodate the meeting of SRS Committee scheduled for 3pm that afternoon, and ask the Convener if they would be willing to start the meeting late to allow members to meet the producers.

Post-meeting note: Invitation issued to SRSC members to meet the producers 2.30-3pm, Mon 2 March at the Chaplaincy.

Action – TB, LM & AN to liaise with student societies organising the event.

Ethics Forum Conflict Minerals event

FTSG noted this evening event on 26th February relating to development of a conflict minerals policy which was being run in collaboration with the Just World Institute, SSPS and the SRS Department. Bandi Mbubi of [Congo Calling](#) would be speaking, along with [Jana Hönke](#) of SSPS. All members were welcome to attend. The Scottish Fair Trade Forum were also looking into the issue of conflict minerals.

Action – All members to promote this event which demonstrated the breadth of the fair trade agenda.

Action – LC to draw the event to James Smith's attention.

Post-meeting note: LC followed up with James Smith.

FRiED Seminar

As part of the Food Researchers in Edinburgh seminar series, Dr Ben Richardson of the University of Warwick would present on 'A Capital Appetite: The Political Economy of Sugar Consumption', 3.30 - 5pm, 23rd February in the 6th Floor Common Room of the Chrystal Macmillan Building.

EUSA

FTSG noted that while EUSA would not be running additional events for FT14 this year, it had offered its support for existing events in terms of venues, communications and promotion, in particular the Students Sustainability Forum to support the fair trade producer visit.

Action – TB to assist in securing student support for the Fairtrade City open event and the UoE producer visit.

Action – LM & TB to approach Kate Glencross and Lucy Lamb, Student Communications Officers for the Student Experience Project to discuss opportunities for joined-up working.

Post-meeting note: 90 kg rice challenge was published on Student News. Lifespan of the SE project would restrict collaborative opportunities.

6 Procurement Rules Changes

FTSG noted that the Public Procurement Reform Act had been published, with guidance yet to follow. Consultation had begun focused on those clauses of the Act where Scots law differed. Discussions were ongoing regarding bringing EU law down to the £50K level in Scotland. UoE would need to make co-ordinated decisions on the exemptions the University intended to claim (e.g. for research). The Group noted increasing expectations of the Procurement function in general.

7 Accommodation Services Update

The Assistant Director of Accommodation Services (Catering) updated the Group on developments. FTSG noted that every February Accommodation Services updated their statement on the web on catering sustainability and fair trade.

Malawi Rice

The deal through which UoE received all of its rice from Fairtrade sources in Malawi continued to grow. Figures for 2013/14 to July indicated that through the scheme the University had enabled 45 children in Malawi to attend school.

Beverages

Consumption of fairtrade tea, coffee and hot chocolate was growing in line with business growth - an increase of 150K units of tea, 100K of coffee and 100K of hot chocolate. Fairtrade wine was still available, though there had been little demand. While the orange bag-in-box juice was too

expensive for catered halls, the apple and pineapple Krogab juices were available.

Coffee Conscience were currently in the process of tendering. Banners were displayed in Accommodation Services' outlets promoting fair trade and displaying the number of trees planted as part of the Coffee Conscience programme of support for local community projects. The University was responsible for contributing upwards of 393 fruit trees to the scheme, planted at various community projects in Midlothian and the east coast.

Keepcups

AS were able to isolate these figures, noting 45,000 individual sales since 2011. There would be another push around September targeting Freshers but otherwise the market was now saturated. A new EPOS (Electronic Point Of Sale) system coming in August 2015 should allow greater flexibility in terms of offers and promotions.

Muesli

AS were using Greencity to source the ingredients to put together their own muesli.

Suppliers

There was a growing trend for companies, looking at the Lidl/Aldi model, to aim to be more innovative in terms of sourcing and promoting local produce. Efforts were ongoing to get food provenance included in national contracts, demonstrating additional value.

Cook Schools

In the light of shrinking disposable funds available to students, AS had run a series of workshops to provide students with alternatives to convenience foods. These had been featured in trade magazines and the external press. It was proposed that the Group could take the issue of better corporate messaging of these initiatives to SRS Committee, including introducing new staff to aspects of SRS including fair trade and demonstrating how through these and similar schemes UoE was adding value to the local community. FTSG noted that there was already a commitment at senior level to developing more publicity around University activities beyond research and that this would also come through in the Community Engagement Strategy.

Accreditation

FTSG noted the value of awards to Accommodation Services in terms of the external validation and programme of audits they provided. Current schemes included:

- Good Egg Award
- Investors in People
- Green Business Tourism
- Sustainable Restaurants Association (looked at food sourcing, environment and society - e.g. living wage, annual review process and inductions).

Bronze Food for Life Catering Mark

This was first achieved for the catered halls at Pollock in 2012, then achieved and maintained across outlets, excluding Edinburgh First. FTSG

noted that the award was extremely challenging – Glasgow Caledonian was the only other University in Scotland to achieve it. The Assistant Director of Accommodation Services had provided feedback to the Soil Association that the cost of the scheme was too high and the criteria too onerous. Rather than the current all-or-nothing approach, dropping the criteria threshold to 50% would help build momentum and spread the scheme.

Retaining its accreditation was currently inhibiting Accommodation Services' ability to compete with the local private sector and develop an exciting and innovative offering for students – e.g. it would not be possible to bring in street food concepts with 100% farm assured ingredients from day one. The scheme was coming to the end of a three year pilot this summer. NHS Lothian had still not reached accreditation. Edinburgh City Council had the award in a few locations where there was no competition from the high street. UoE could retract back its accreditation to catered halls and use other more suitable schemes for its other outlets.

The Convener welcomed these initiatives – as specific examples they would be valuable in promoting and publicising fair trade at the University. Efforts would need to be taken to sustain interest in fair trade against rising focus on local produce and food provenance generally and to continue bringing in fair trade options.

Action – JF in liaison with IM & MG to work on promotional messages for FT14 under the theme 'the impact of fair trade'.

Post-meeting note: covered under item 11 of April's meeting 'Fair Trade Communications Update'.

ROUTINE ITEMS

8 Workers' Rights Consortium

Covered under Matters Arising.

9 EUSA Fair Trade Update

This update from the EUSA Vice President Services was carried forward to the next meeting of the Group.

10 Electronics Watch – Update on UoE/EW Skype call

The Convener emphasised the importance of organisations such as Electronics Watch and the Workers' Rights Consortium developing their service and pushing forward the agenda. Questions had been raised regarding the long term model once EU funding ran out. Participants were awaiting a code of conduct and contract conditions from EW.

Action – LC to follow up with Jim Cranshaw.

Post-meeting note: The Convener had been asked to accompany Jim Cranshaw at a meeting with Scottish Government IT procurement leads (one of whom is a former UoE procurement manager) and discuss the benefits of EW for buyers.

LC followed up with Electronics Watch, received the relevant documents, and submitted feedback from colleagues in SRS and Procurement to EW.

11 Fair Trade Communications Update

Discussions were ongoing with Rae Baker and Davy Gray at EUSA regarding Freshers' Week 2015. FTSG noted that the Food Festival would definitely go ahead.

Action – LM to source a list of relevant fair trade suppliers from IM.

12 Any Other Business

'Has Fairtrade sold out to big business?'

The Research and Policy Manager would speak at this debate on 5 February 2015 at the University of St Andrews. FTSG also noted that the Convener had been invited to address the University of the Third Age on fair trade in education, 'town and gown' and as a Fairtrade nation, on Feb 18th.

Placements

Funding had been secured to support a few weeks of field work and the two Malawi student placements were currently being advertised. FTSG noted that Senate had been exploring increasing opportunities to research and study locally within Edinburgh for credit and efforts were being made to pull together disparate schemes currently ongoing (e.g. local carbon advice from ECCI to SMEs identified by the procurement managers).

ITEMS FOR FORMAL APPROVAL/NOTING

13 APUC Sustain Update

The Convener updated the Group on Sustain, the APUC web-based tool developed by procurement and SRS staff with our students (including EUSA, People & Planet, NUS-Scotland) to assess supply chain activity and improve performance in the areas of social, ethical, economic and environmental sustainability. A live demo of the tool indicated recognition for APUC's development partners on the main page.

The Convener demonstrated an example submission comprising three elements – society, ethics and environment – and results against gold, silver and bronze criteria. Suppliers would not be penalised if they were unable to answer all the questions, as it provided an action plan for improvements. The questionnaire had been developed based on the APUC Code of Conduct approved by SEAG and would be updated when the law changed.

Staff within APUC who would be scrutinising supplier responses had been trained in social audit standards. APUC had requested support from institutions in providing auditors and the scheme may offer opportunity for student work-based placements. As each company is asked to fill it in, then cascade it along their supply chain it would take some time to gather all the data. However companies who supply multiple first-tier distributors would only answer the questions once. Once mapping of APUC suppliers was complete, UoE would need to calculate the resource needed to map and audit its own suppliers. There had been great interest in the tool from the wider UK higher education and public sectors.

Action - JR to circulate the presentation and additional information from APUC.

Post-meeting note: follow up material circulated on 10 March.



FAIR TRADE STEERING GROUP

20th April 2015

Procurement rules consultation: SRS policy implications

Description of paper

The paper outlines the implications of upcoming procurement rules changes for the University, including both risks and opportunities.

Action requested

FTSG is invited to note the paper and discuss next steps.

Background and context

Following publication of the Public Procurement Reform Act, consultation began focused on those clauses of the Act where Scots law differed. Discussions were ongoing regarding bringing EU law down to the £50K level in Scotland. UoE would need to make co-ordinated decisions on the exemptions the University intended to claim (e.g. for research). This process was ongoing within a wider context of increasing expectations of the Procurement function in general.

Discussion

Procurement rules consultation: SRS policy implications

New EU Directives must be implemented in Scots Law and Regulations **by 18 April 2016**.

UK law is changing on 26th February 2015. UK then have lower thresholds (£25,000 for central government £10,000) and any procurements, including collaborative tenders, in UK must comply.

Scottish Government is consulting but some EU Law changes are mandatory. Only discretionary elements are the focus of this Consultation, which also considers elements of the Procurement Reform (Scotland) Act 2014, affecting lower value (£50,000 goods/services) £2million works. Concessions where a public body allows a contractor to generate income have new rules as well and these are included in this Consultation. EC Directive on e-Invoicing will become law by **18 October 2018**, earlier for central government. A separate consultation will take place in Scotland for this.

There are some very positive Opportunities for the University SRS policy but also Risks, key points being consulted upon are below. **Formal Closing date for Response to Consultation: 30 April 2015.**

A roadshow will take place across the University in March to gather views. This could be a challenge given our devolved purchasing authority across the University. Threshold is £50,000 current tender threshold, or £2million works.

Procurement Office are adopting Scottish Government eCommerce tools and updating policy / training. SRS Department have a key role to play.

Ministerial Foreword *Keith Brown, MSP Cabinet Secretary for Infrastructure, Investment and Cities*

“Suppliers want consistency, reduced bureaucracy and improved access to public opportunities... simplifying the procurement process, supporting wider public policy aims, environmental and social, further improving supplier access.

Principles will underpin statutory guidance relating to important issues, such as how a potential contractor treats its employees..... Using the power of public spending to deliver greater public value and drive efficiencies.....Ensuring that public procurement continues to improve and also contributes to the Government’s strategic objectives for Scotland. “

1. Taking Social, environmental, and employment issues into account

Statutory Guidance – Organisational Procurement Strategy

Statutory Guidance – Sustainable Procurement Duty

Statutory Guidance – Community Benefits in Procurement

Statutory Guidance – Selection of tenderers and award of contracts

Statutory obligation on contract terms – Principles of procurement

Opportunity/Risk: Reserved contracts for supported businesses, Labels, Technical specifications – need for more local management and knowledge of SRS Risks.

2. Making contracts more accessible for Smaller Businesses

Opportunity/Risk: Breaking contracts into smaller lots – need for more local management.

3. Selection criteria and grounds for exclusion

Opportunity/Risks re: Decisions not to exclude or to permit ‘self-cleansing’:

Conflict of Interest – need for more local information and management

Criminal convictions – need for information / exclusion

Tax evasion – need for information / exclusion

Bankrupt or insolvent businesses– need for information

Other grounds for exclusion - breach of **environmental, social and labour law** obligations, grave professional misconduct, distortion of competition, a conflict of interest, a significant failure to perform in an earlier contract, or a security risk.

Length of time a business can be excluded and information from sub-contractors.

4. “Light-touch” Regime:

Applying limited rules to contracts for social and other specific services to the person. Also some risks/opportunities to consider in bought-in services.

5. Procedural Rules

Opportunity/Risk: Using a Prior Information Notice as a call for competition; Negotiated Procedure without prior publication; reduced timescales in a Restricted Procedure; Examining tenders before verifying qualification criteria; *plus new rules and faster procedures from the Procurement Reform (Scotland) Act and EU Directives not optional.*

Opportunity/Risk: Modifying contracts, new limits / transparency obligations on changes.

6. Rules about Communication

Opportunity/Risk: **Electronic communication** - work to the plan from the Construction Review report, rather than requiring the use of Building Information Modelling (BIM) / similar at once. Defer: European single procurement document – supplier information, E-Certis – supplier certification.

Opportunity: Dynamic purchasing system – *adding suppliers in rolling eProcurement system*.

Central purchasing bodies in Scotland, Central purchasing bodies in other countries.

7. Enforcement and monitoring

Monitoring and enforcement body for Scotland should be the Scottish Ministers, acting through the existing Single Point of Enquiry? This is currently an informal channel.

Remedies Directives –e.g. interdict, termination of contracts, fines, risk of damages

Risks: new option of a review body which sits beneath the national courts? Should review body be established as a tribunal? Or a Scottish Procurement Ombudsman? If we do not live up to our SRS strategy and statutory guidance: Reputation and Finance risks.

8. Open contracting http://www.open-contracting.org/global_principles - well beyond FOI.

Resource implications

No direct resource implications at this stage, though full assessment of the potential impact and implications will form part of the follow up process.

Risk Management

Due consideration will be taken in reviewing the financial and reputational risks outlined in the discussion section.

Equality & Diversity

Due consideration has been given to equality and diversity as a key element of the SRS agenda.

Consultation

This paper is submitted to FTSG for discussion as part of a wider consultation process currently ongoing.

Further information

Author and Presenter Karen Bowman, Director of Procurement 7th April 2015.

Freedom of Information

This is an open paper.



FAIR TRADE STEERING GROUP

20th April 2015

Electronics Watch

Description of paper *

1. This paper updates the Group on the position regarding membership of Electronics Watch (EW) and procurement matters.

Action requested *

2. FTSG is asked to note the actions and to encourage SRS Committee and ITC to incorporate considering EW in policy and practical considerations for buying.
3. FTSG to note [Delegated Authorisation Schedule](#) being updated to clarify major infrastructure projects (Estates/Knowledge Strategy Committee); contract or framework agreement call-offs, other procurement - that is locally managed.

Recommendation *

4. The University should **maintain its engagement** with EW and procurement.

Background and context

5. The University became a Founding Member of EW, following an investigation by SRS team and procurement into the benefits of this project, which has attracted significant funding from the EU, to identify the workplace conditions, International Labour Organisation compliance and incorporate appropriate terms in public contracts.
6. This is now a relevant feature in procurement policy, as well as fair trade policy, given the current Procurement Rules Consultation by Scottish Government.
7. Our shared services centre, APUC is sitting on the EW Advisory Board, and People & Planet are the NGO leading this initiative within the UK public body membership. The University of Aberdeen is the latest UK University to declare membership. EW factory reports identified shared manufacturing across five major IT plans. EW is developing guidance and services for EU procurement.

Discussion

8. SRS team have engaged with EW on the approach, terms and conditions, and information flows. The procurement team with APUC and People & Planet met the procurement lead for the Scottish Government 'desktop' IT framework contract to discuss the benefits of a shared approach to workplace conditions, such as EW, to assist in meeting the new Sustainability Duty and EU regulations coming into Scots law sometime before April 2016.
9. The challenge for a central agreement is understanding that this is not a 'label' rather contract management /quality assurance /risk management. The EW meet workers and representatives rather than inspect factories up front.

Comments

10. FTSG is the current locus for discussing EW, given its close proximity to fair trade workers' rights. The pause in a 'green IT' forum needs to be addressed, as a choice of a framework agreement from a member of EW (London consortium) or (to be determined) Scottish government position may need careful thought. This is ultimately a procurement decision in terms of VfM and qualities duties, sustainability duty, and legal / public reputational impact.

Resource implications

11. Current IT procurement staff will work with the framework agreement provider, IS group and clients as appropriate, to incorporate policy in contracts. SRS team need to have confidence in the EW approach.

Risk Management *

12. [University's Risk Appetite](#) would indicate that Reputation risk is important, but relationships with major IT companies is to be considered and any engagement effective and appropriate.

Equality & Diversity *

13. [Equality Impact Assessment](#) (EIA). A formal EIA would be carried out by IS.

Next steps/implications

14. The main benefits of EW membership arrive when factory reports are available, and in influencing collaborative procurement groups. The next step is to await the outcome from the Scottish Government procurement lead and tender action.

Consultation *

15. Category procurement manager has been consulted. New CIO to be consulted, shortly. Procurement Rules Consultation Roadshow has taken place across campus.

Further information *

16. Pending establishment of 'green IT' information from procurement/SRS teams.

Author

*Karen Bowman,
Director of Procurement
07/04/15*

Presenter

Convener

Freedom of Information *

17. Open



FAIR TRADE STEERING GROUP

20th April 2015

Conflict minerals policy development

Description of paper *

This paper updates the group on ongoing work to develop a University policy on conflict minerals – a further update will be provided once a policy has been developed.

Action requested *

FTSG is asked to note the process and progress made so far, and to offer comments/feedback at the meeting or directly to liz.cooper@ed.ac.uk (further consultation will be initiated once policy draft ready).

Background and context

Context

Profits from minerals such as tin, tantalum, tungsten and gold, mined in the Great Lakes region of Africa, may be supporting conflict in the area. These minerals are used in the manufacture of electronics products procured and used by the University, are to varying extents in our labs. While some steps are already being taken in the procurement processes used by the University to avoid conflict minerals in our supply chains, further research and reflection is needed to determine how we could do more, and how to increase the visibility of existing efforts.

While no UK Universities have been found to have specific policies on conflict minerals, in the US, over 150 institutions are taking part in the [Conflict Free Campus initiative](#), and this has been translated into the UK context by student-led campaigns at [St Andrews](#) and [Exeter](#) universities.

Rationale

Risks

- **Ethical:** Without an in-depth understanding of this issue and what the institution can do about it, there is a risk that our activities are indirectly supporting conflict by contributing to demand for products containing conflict minerals.
- **Reputational:** Without a joined up, agreed approach to conflict minerals, and without consistent understanding of the issue and our approach among staff, there is risk of reputational damage if poor decisions are made or incorrect information is given out to students and the wider public. We risk being seen as behind the game as other universities begin to make commitments regarding not sourcing conflict minerals.

Opportunities

- **Ethical:** ensuring that appropriate action is taken on conflict minerals across the board by university staff could help reduce the funding of conflict from these minerals.
- **Reputational:** as not many institutions in the UK have made public commitments to combat conflict minerals, there is a chance to be a leader in this area.
- **Procedural:** an agreed policy would help standardise practices across the institution, providing guidance for staff on action to take on this complex issue.
- **Relational:** numerous academics at Edinburgh have expertise in mineral extraction and conflict. Drawing on this knowledge to help develop policy regarding university operations would help establish precedence for further collaboration between academics and practitioners within the university for social and environmental benefit.

Discussion

Policy options	Policy option 1	Policy option 2	Option no policy
Description	University of Edinburgh policy on conflict minerals to be implemented in all electronics procurement.	University of Edinburgh SRS procurement policy, including conflict minerals section/annexe.	No new policy, but increase communications about what is already being done about conflict minerals in our supply chains.
Benefits	Highlights conflict minerals as a key issue of importance to university, and offers clarity on how to incorporate conflict minerals issues in procurement process.	Brings together all SRS in procurement issues in one place – avoids duplication of content and of efforts. Easier to access than several separate policies.	Fewer resources needed.
Costs	Moderate resource needed to develop policy.	More significant resource cost to develop SRS procurement policy – great deal of research and consultation required.	Minimal resources to develop communication on existing practices.
Risks	May be seen as too narrow, not taking into account related issues to do with mining, livelihoods and electronics supply chains.	Difficulties of defining what all the different SRS issues are and how to handle – could take a long time/lot of resources.	May not be a uniform approach to ensuring consideration of conflict minerals issues when procuring goods.

Currently some stakeholders have expressed a preference for option 1 – to develop a specific policy on conflict minerals for the University. In the longer term it may be beneficial to take option 2, and have the conflict minerals policy as an annexe to an overall SRS procurement policy.

Research and Scoping phase: December 2014 – March 2015

Research and scoping has taken place through the following activities:

- Meeting with St Andrews University Procurement and IT representatives regarding their approach in light of student Conflict Free Campus campaigning (Feb 2014)
- Public event 'What should the university do about conflict minerals?' held on 26th February 2014
- Online and email research on what other institutions and organisations/firms are doing regarding conflict minerals, and wider legislative/best practice context (Feb-March 2014).

Details of the findings from this scoping phase are available, and will be incorporated into the draft policy. The following suggestions have been made during this scoping phase regarding further steps the University should take:

- Adopt a specific definition of conflict minerals or conflict free, ensuring broader human rights/working conditions context is taken into account
- Include in the policy a commitment to engaging with wider public procurement sector including consortia regarding their approaches to conflict minerals
- Include commitment to monitoring conflict minerals considerations in contract management stage
- Consider investing in conflict-free initiatives
- Continue to engage with researchers on best approach
- Incorporate ways to audit what companies are doing/supply chains
- Be aware of different certification schemes that could be used as evidence of conflict-free sourcing by suppliers, and assess quality of each one's monitoring, independent auditing and sanctioning processes
- Look at policy wording proposed by Conflict-Free Campus scheme.

Resource implications

Some staff time in Procurement and SRS will be required to ensure policy implementation and review.

Risk Management *

A risk log is being incorporated into the policy consultation document.

Equality & Diversity *

It is understood that an Equalities Impact Assessment is not required for this policy, as implementation will conform to public procurement law which already takes into account Equalities Duties.

Next steps/implications

First draft of policy to be written during April 2015 – in close consultation with Procurement and academic colleagues with relevant expertise.

Timeline for policy development

- **Nov 2014 – March 2015** = scoping, public engagement and research
- **April 2014** = draft of policy consultation document and engagement with key stakeholders (academics with relevant expertise and Procurement Dept)
- **Summer 2015** = revise policy draft (iterative with key stakeholders)
- **Autumn 2015** = proposed policy sign-off (SRS Committee?)
- **Autumn 2015** = expected publishing of policy on University website and in standard SRS comms channels, and incorporation into/awareness of in procurement practices
- **Each summer** = review of policy and implementation (timing tbc, in line with Procurement reporting commitments).

Consultation *

A draft of the policy consultation document has been shared with Procurement staff and academics with relevant expertise.

Further information *

Full consultation document available from liz.cooper@ed.ac.uk

Author

*Liz Cooper,
SRS Research and Policy Manager
09/04/15*

Presenter

Liz Cooper

Freedom of Information *

Open