



UNIVERSITY OF EDINBURGH

MINUTE OF A MEETING of the Fair Trade Steering Group held in the Cuillin Room, Charles Stewart House on Tuesday 22 September 2015.

Members: Karen Bowman (in chair), Director of Procurement
Kenneth Amaeshi, Lead, Corporate Responsibility & Governance Network
Evelyn Bain, Procurement Manager
Michelle Brown, Head of SRS Programmes
Jill Bruce, Development and Alumni
Sarah Conway, Careers Service
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
Catherine Gilliland, Estates and Buildings Representative
Dave Gorman, Director of SRS
Davy Gray, EUSA Sustainability Coordinator
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
Urte Macikene, EUSA Vice President Services
Ali Newell, Associate Chaplain
Jonny Ross-Tatam, EUSA President
Christina Schmidt, EUSA Global
Marina Sergeeva, Sports Union President

In attendance: Guest: Susana Irisarri, Public University of Navarra

Apologies: Kenneth Amaeshi; Jill Bruce; Stephannie Hay; Tim Hayward;
Ian Macaulay; Jane Rooney; Jonny Ross-Tatam; Christina Schmidt;
Marina Sergeeva

1 Minute

A

In the absence of the minute Secretary an informal note was taken.

The minute of the meeting held on 20 April 2015 was approved as a correct record.

Susana Irisarri from the Public University of Navarra, Spain, was welcomed to the group as a visitor. Susana explained her role in her own university which involves coordinating development cooperation activities. A large part of her work involves organising student end of year projects in 'developing' countries, for example in Latin America, which can be research or practice based projects. These include fair trade related projects. At a local level, students also participate in social and solidarity economy projects (local equivalent of fair trade). Susana is also working on her own initiative to enable the University of Navarra to become a Fair Trade University - under a Spanish scheme run by the NGO IDEAS. Currently there are challenges around convincing the university to procure and stock fair trade hot drinks and other products. Susana is visiting the

University of Edinburgh for the week, coordinated by the SRS Department, to meet key contacts and learn about the University of Edinburgh's approach to fair trade.

2 Matters Arising

All matters arising/actions from the minutes were agreed to be covered in the current meeting agenda.

SUBSTANTIVE ITEMS

3 FTSG Review

B

Fair Trade Steering Group review - thanks to Jane Rooney for supporting the process. The following points were discussed/raised in relation to the paper presented:

- MB explained the process that had taken place to review the role of the FTSG in University governance, including consultations with group members and others
- MB summarised concerns raised about the group, as summarised in the paper, and explained the recommendations for a fair trade to be reviewed in a workshop format once or twice a year, as well as continue to be integrated into other committees and groups where appropriate
- it was noted that the recommendation to maintain a strong commitment should be added as recommendation number one in a new version of the paper (**ACTION MB/LC**)
- KB noted that the success of the group in bringing together students and staff to discuss issues should be highlighted, and DG reiterated the importance of not losing this staff/student interaction. It was reminded that having a staff/student group discuss fair trade is a requirement of the Fairtrade University scheme
- DG suggested that the new staff/student forum or workshops would allow discussion to continue, without having to be in a formal committee setting with agendas, papers and minutes, which may not interest all
- UM agreed with the majority present that the move away from a committee setting to an SRS staff/student workshop format would be a positive move, as many students know about fair trade and perceive it as already achieved, so a separate committee is no longer required - fair trade should be embedded among wider SRS issues
- UM stressed the importance of not calling any workshops staff/student forums, as the SRS Student Forum already exists, and the proposal is for something separate from that - confusion about this also occurred at the meeting and the distinction needed to be clarified
- DGr raised a concern about duplication of channels if a new forum/workshop was established, with the SRS Student Forum already in existence
- members of the group stressed the importance of making the new staff/student workshops attractive to students
- H? stressed the importance of fair trade having to remain clearly on the agenda for staff/student workshops, as there was a risk of it getting lost among other SRS themes

- SC agreed that the staff/student workshops were a good idea, as there would be many more staff and students with an interest in fair trade and SRS beyond those who knew about and were able to attend the FTSG meetings
- DG proposed that the staff/student workshops would be a welcome forum for raising the profile of and discussing the new Edinburgh Action for the Climate campaign
- EB expressed concern that the loss of the FTSG may mean fair trade would be sidelined, after many years of effort. The group stressed that the move was not an end of fair trade work, but a shift in approach, to reflect changing university structure and changes to procurement requirements. Fair trade would need to be on the agenda of SRS and SOAG committees in future
- LC highlighted the need and opportunity to engage academics in fair trade too, as the FTSG format had not attracted attendance or input from academic staff - a new workshop format, as well as Living Lab projects, could facilitate this
- KG suggested that an SRS Staff Forum, reflecting the SRS Student Forum, may be an option, as there would be plenty of interested staff who could discuss how to implement SRS including fair trade in their units. The staff and student forums could then meet together twice a year.
- MG recognised the passion about fair trade brought by group members, but pointed out that fair trade links to so many wider SRS issues, as reflected in recent range of items discussed at the FTSG, which would indicate it was logical to integrate fair trade into wider SRS workshops
- DGr highlighted a need to be progressive in terms of approach to fair trade and what would be discussed, in order to interest more students
- KB noted that social as well as environmental concerns should be integrated into new groups like the Sustainable Labs Group and the Sustainable ICT group
- there was broad consensus that two SRS staff/student workshops should be organised a year, with fair trade clearly on the agenda for both (and not to be called a forum to avoid confusion)
- EB asked how members of the current FTSG could be involved in other committees/groups, as they bring enthusiasm and knowledge
- Fairtrade Fortnight would continue to be arranged between SRS Dept, Chaplaincy and EUSA, in absence of FTSG
- Action: new draft of the FTSG review paper to be written based on the above feedback, to be presented at the SRS Committee

4 Proposed Conflict Minerals Policy

C

Conflict minerals policy was presented by LC, which has had input from SRS, Procurement, some academics, EUSA, and some supplier engagement. The need to ensure the policy would be able to be implemented across the University was highlighted. The draft policy and background info would go to the IT Dept and Sustainable ICT Group. London Universities Purchasing Consortium may also be interested in developing a conflict minerals policy/approach in future, given their affiliation to Electronics Watch.

ROUTINE ITEMS (verbal unless otherwise noted)

5 Workers' Rights Consortium

Research done by MSc student Eilidh Morrison on garment supply chains and the WRC was highlighted. **Action: the report should be sent to FTSG members for info.** Following the research, WRC have committed to offering a webinar for UK members to discuss concerns around the scheme and how to better implement it. EB and LC have worked with APUC to propose additional questions in the upcoming PPE tender on social responsibility, including on offering fair trade cotton, and on asking suppliers to disclose factory locations - to help implement WRC commitments to supply chain traceability.

6 Any Other Business

Update from the Chaplaincy on FTSG collaboration with the Fairtrade Café

AN explained that the Fair Trade Café this year had been focused more on local food, with close links to the Hearty Squirrel cooperative. The focus was thought to depend on which individual students get involved each year. Keen to reinvigorate an interest in fair trade ingredients, AN is to send the Fair Trade Café info on the Malawi student research on lentils, and on JTS lentils, rice and other savoury food options (LC has sent info to AN). Fair Trade Café have been delayed this year as awaiting health and safety certification.

One World Shop Relocation

KB raised the fact that the One World Shop is moving to St Patrick's Square, very close to the University. This is an opportunity to work more closely with them, for example during Fairtrade Fortnight

ITEMS FOR FORMAL APPROVAL/NOTING

7 Student Placements – Promotion & Feedback Event

Two MSc student placements involving fieldwork in Malawi with JTS partner NASFAM, looking at lentils/pigeon pea supply chains (value chain analysis and livelihoods/gender impact) were raised. The placements received positive feedback from the students taking part, and from other students who had been inspired to learn about fair trade through the event organised for the students to present their findings. The students' recommendations to JTS about switching which processors they buy from, and to the university regarding starting to buy the lentils from JTS again for catering outlets, have been useful.