



The University of Edinburgh

Sustainability Issues & Fairtrade Task Group (SITFG) - AGENDA

Task Group of the Sustainability & Environmental Advisory Group

Twentieth Meeting: Tues 26 May 2009 - 3.00 pm in Room 2.04, Procurement, 13 Infirmary St

Members:	Karen Bowman, Director of Procurement (Convener)	KB
	Daniel Abrahams, Student	DA
	Evelyn Bain, Procurement Manager	EB
	Non Jones ex Oxvols	NJ
	Linda Griffiths, Scottish Fair Trade Forum	LG
	Ronnie Kerr, Press and PR Manager (Communication & Marketing)	RK
	Angela Lewthwaite, Estates and Buildings Office (Secretary)	AL
	Ian Macaulay, Asst. Director of Accommodation Services (Catering)	IM
	Ben Miller, People & Planet	BM
	Adam Ramsay, EUSA President	AR
	Fiona Ranford, People & Planet	FR
	David Somervell, Sustainability Advisor	DS
	George Thomas, EUSA Vice-President (Services) Depute Laura Baker www.fairtrade.org.uk	GT

Corresponding: VP Professor Mary Bownes, Professor Pete Higgins; Mr Nigel Paul; Prof Jan Webber; Rev Di Williams; Prof Tim Hayward

Welcome: EUSA New Sabs : Thomas Graham (President) and

Apologies James Wallace (Vice-President Services)

1	The minute of meeting held on 13 January 2009	Paper 1
2	Matters Arising:	
2.1	Membership & Remit Review : Group to agree co-opt John Blair-fish, New Sabs to confirm roles New corresponding members : Group to note	Paper 2.1
2.2	Fairtrade Fortnight 2009 Report - 23 February – 9 March 2009	KB
2.3	Drinking Water Policy – Update	Paper 2.3 DS
3	FT Application 2009 - Draft	EB
4	Edinburgh Fairtrade City Steering Group (EFCSG) – Update	KB
5	Green Campaign Day – Wednesday 23 September 2009	DS
6	Fairtrade Fortnight 2010 • Green week Spring 2010 – Climate Challenge Fund	ALL
7	Report from EUSA – • EUSA policy - certification ISO 14001 Environmental Management Systems – Update • NUSSL Sound Impact Award 2009 for EUSA – Gold Award	AR
8	Report from EAUC-s (Environmental Association of Universities and College-Scotland) • (Poverty Aware) M. Lochhead at PPAPC Carlisle workshop on 29 Jan. – Case study worksheets • <i>Promoting Responsible Procurement</i> Framework Training • Public Procurement Reform: APUC (Advanced Procurement for Universities & Colleges)	KB
9	Report from People & Planet Green League – Update • Transition Edinburgh University • School visits • Small Grants up to £500 • Queen’s Fairtrade tea party • Green Society Campaign – Fairtrade Scotrail campaign	BM
10	Report from Accommodation Services – Update • Waste Management food recycling. (Annual re-licensing fee would be £2,500) • Orange Juice Machines in John McIntyre Centre • Vending machines – meetings with suppliers – Launch of vending 2009 • cardboard bailer – Mechanism to monitor quantity uplift	IM
Dates of next SITFG meetings - Venue Rm 2.04, 13 Infirmary St unless otherwise notified. 3.00 pm Tuesday 11th August 2009; 3.00 pm Tuesday 3rd November 2009		

Sustainability Issues & Fairtrade Task Group (SIFTG) - Minute
Task Group of the Sustainability & Environmental Advisory Group
Nineteenth Meeting: Tues 13 January 2009 - 3.00 pm in Room 2.04, Procurement, 13 Infirmary St

Members:	Karen Bowman, Director of Procurement (Convener)	KB
	Daniel Abrahams, Student	DA
	Evelyn Bain, Procurement Manager	EB
	Non Jones ex Oxvols	NJ
	Linda Griffiths, Scottish Fair Trade Forum	LG
	Ronnie Kerr, Press and PR Manager (Communication & Marketing)	RK
	Angela Lewthwaite, Estates and Buildings Office (Secretary)	AL
	Ian Macaulay, Asst. Director of Accommodation Services (Catering)	IM
	Ben Miller, People & Planet	BM
	Adam Ramsay, EUSA President	AR
	Fiona Ranford, People & Planet	FR
	David Somervell, Energy & Sustainability Manager	DS
	George Thomas, EUSA Vice-President (Services) Depute Laura Baker	GT
	www.fairtrade.org.uk	
Corresponding:	VP Professor Mary Bownes, Professor Pete Higgins; Nigel Paul	
Apologies:	Daniel Abrahams; George Thomas & David Somervell	

1	The minute of meeting held on 4 November 2008 was agreed as an accurate record	Circulated
2	Matters Arising:	
2.1	Fairtrade Campaign Day – 29 November – 10.00 -3.00 pm – Dundee University, Dalhousie Building, Old Hawkhill, Dundee – Info unavailable on website.	Itinerary Circulated.
3	<p>Edinburgh Fairtrade City Steering Group (EFCSG) – Update</p> <p>SIFTG noted the following two events had been agreed:-</p> <ul style="list-style-type: none"> • The City would hold a FT City Lord Provost business evening which would include wine tasting. Event would take place on Mon 23rd Feb 5.30-8 in the European Room of the City Chambers; An award would be handed out on the same lines as last year. Outlet stickers were being promoted. • A Fairtrade City School Showcase evening including exhibition drama to be hosted by St Thomas Aquinas on Tues 3 Mar ~5pm -7.30 pm start. The school had been awarded from the Fairtrade Foundation approval for their FT application. The Head of the FT foundation (Harriet Lamb) would be invited to attend this event and present the application award to the school. <p>EB would discuss invites colleagues and send out invitations.</p> <p>SIFTG noted that a commercial manager at M&S Kinnaird Park would join the Group to represent commercial business aspects. During FT Fortnight M&S Fairtrade products would be on display.</p> <p>SIFTG noted that The Lord Provost’s Fairtrade Award 2009 would soon be publicised. Members of the Group were asked to put nominations forward of those individuals who made a fair trade difference in the following categories:- Best Fairtrade Newcomer Award; Best Fairtrade School Award; Best Fairtrade General Award. Info found at :- http://www.pps.ed.ac.uk/news/newsitem.cfm?MyID=264</p>	EB

<p>4</p>	<p>Fairtrade Fortnight 2009 - From 23 February – 9 March 2009</p> <p>SIFTG noted the events in 3 above and agreed to hold a ‘Tea Party’ to celebrate the University’s fifth anniversary as a Fairtrade University. This event would be held on the afternoon of Tues 24th February 2009. It was agreed that the University would host this event. <i>Post meeting note:</i> Towera Jalakasi, Malawian Fairtrade business woman would be invited to attend.</p> <p>Agreed that as the emphasis would be on the fifth anniversary that 5 EUSA Presidents from five universities (ECA, Napier, QMU and HW) should be invited to attend. BM agreed to contacted sabbaticals at other Edinburgh universities.</p> <p>Agreed that AL would book the Raeburn & Carstares Room in Old College from 3:30 till 5.00 pm <i>Post meeting note: Balcony Room booked in Teviot Row House (Capacity 35) from 3.00 pm till 5.00 pm on 24 February 2009.</i></p> <p>Agreed that BM would liaise with Betsy Reed to invite producer to attend.</p> <p>Agreed that IM would organise a cake (plus 5 candles) EB agreed to give IM as estimate on numbers who would attend.</p> <p>Info on this event can be found at:- http://www.fairtrade.org.uk/get_involved/fairtrade_fortnight/fairtrade_fortnight_2009/go_bananas_for_fairtrade.aspx</p> <p>Post Meeting Note: The Fair Trade Lecture by Mark Hayes would be held on 26 February 2009 Lecture Theatre 175 in Old College on from 5.30-8.00pm and the Lorimer Room from 6.00-8.00pm. (2 times booked, as dependent on Speaker’s arrival)</p> <p>Agreed KB would send information to RK to enable him to write up an article for the University. Article to encourage all to continue to purchase Fairtrade commodities and not to abandon their practice during the recession.</p> <p>Agreed that to save time, all organizational matters would be held via email. All to keep one another advised.</p>	<p>BM</p> <p>BM</p> <p>AL</p> <p>BM</p> <p>IM/EB</p> <p>KB</p> <p>ALL</p>
<p>5</p>	<p>Scottish Fairtrade Forum</p> <p>BM advised that the Foundation had organized a panel debate - venue would be the Royal Physician’s Hall, 9 George Street – 7.00 – 9.00 pm on 4 March - from 19:00 to 21:00 <i>Can your shopping basket change the world?</i> Invites would be sent out to a number of institutions.</p> <p>Post meeting note:- Confirmed speakers include: John McAllion, Chair of the Scottish Fair Trade Forum (chair) Ann McKechin, Parliamentary Under-Secretary of State for the Scotland Office Ian Bretman, Deputy Director, Fairtrade Foundation</p> <p>BM further advised that one of the days in Fairtrade Fortnight would be promoted nationally by the Foundation as a banana themed event that would run from Friday 6 March to noon on Saturday 7 March. The objective of this event would be to set a world record for the largest number of Fairtrade bananas eaten over a 24 hour period.</p> <p>People & Planet advised that, in tandem to the above, arrangements had been made to invite Mark Hayes Director of Shared Interest and a University of Cambridge who has knowledge on the issue of bananas.</p>	<p>BM</p>

Towera Jalakasi

Towera Jalakasi works with Business Consult Africa, a leading business development service provider in Malawi. She has used her considerable business talents to work with a number of Fair Trade Suppliers and Buyers in tea, sugar and crafts. Business Consult Africa has worked to provide training to Fair Trade producer groups on improving the quality of their products, using their Fairtrade Premium income, better linking to world markets and better understanding markets and market research.

Towera is committed to working to empower producers to become better organized, reliable and sustainable. She serves on the board of the Cooperation for Fair Trade in Africa (COFTA) as Southern Africa Representative. COFTA is a network of Fair Trade producer organizations in Africa and is the Africa Regional Chapter for the International Fair Trade Association with 70 member organizations from 20 African Countries. She also serves on the board of Kasinthula Cane Growers Limited, a smallholder farmer cooperative operating under Fair Trade Principles.

Towera will be the Scottish Fair Trade Forum's special guest for Fairtrade Fortnight 2009 and will be taking part in Fair Trade events throughout Scotland.

Notes:

- Malawi, has a population of 12m, 55% of whom live below the poverty line with a life expectancy of 40 years. It is amongst the poorest countries in the world.
- The Scottish Government awarded an additional £700,000 in 2008 to fund 29 additional projects focused on development in Malawi. These projects support education, health and economic development in Malawi, and companies like Equal Exchange and Imani Development are working specifically to develop Fair Trade projects. With the addition of these projects, funding to Malawi from the Scottish Government now totals £3.133 million each year, which is just over half of the Scottish Government's total international development budget. For the full news release, and to see what projects have recently received funding, see <http://www.scotland.gov.uk/News/Releases/2008/10/20105722>.
- For further Scotland Fairtrade Fortnight 2009 information, contact Betsy Reed, betsy.reed@sftf.org.uk / 0131 474 8014.

Sustainability Issues and Fairtrade Task Group (SIFTG)

Remit & Membership

The Task Group meets at least three times per academic year to ensure an ongoing commitment from the University to review objectives and monitor progress. The Group reports to Sustainability and Environmental Advisory Group (SEAG)

The group includes one or more representatives from each of the following units:

- Accommodation Services
- Communications and Marketing
- People & Planet Student Society
- Edinburgh University Students' Association (EUSA)
- Energy and Sustainability Office
- Estates and Buildings
- Procurement Office
- Two student members
- Student member

SIFTG's objectives are:

- To retain the status of 'Fairtrade University' for future years and to commit to support and use Fairtrade.
- To gain access to high quality publicity material, for example from Oxfam and the Fairtrade Foundation.
- To survey annually staff/students' attitudes to the Fairtrade initiatives.
- To ensure that Fairtrade products are available in as many places as possible.
- To raise awareness of Fairtrade in order to alleviate poverty and effect real changes in people's lives for the future to benefit producers in developing countries.
- To continually review Fairtrade ranges and prices in existing shops/ catering outlets' including price sensitivity.
- To share findings with other bodies including collaboration on procurement of products & services.
- To work in partnership with the Edinburgh Fairtrade City initiative eg City of Edinburgh Council Procurement, other universities and colleges and sustainable development colleagues in supporting "Edinburgh Fairtrade City" and 'Scotland Fair Trade Nation' including links eg to Lothian Health .
- To collaborate on exploring the benefits of an environment management system.

SIFTG's role is to develop and review above objectives and send a report at the end of every academic year to the Fairtrade Foundation. During the course of the year, all units to send information to the Procurement Manager who will collate the annual report.

May 2009

Sustainability Issues and Fairtrade Task Group Membership

Karen Bowman	Director of Procurement (convenr)	Procurement Office 13 Infirmary Street Tel: 50 21 54 Karen.Bowman@ed.ac.uk
Daniel Abrahams	Student Y	daniel_abrahams@hotmail.co.uk studying Physics, third year 222 Turner House, Pollock Halls of Residence, EH 16 5A
Evelyn Bain	Procurement Manager	Procurement Office 13 Infirmary Street Tel: 50 25 06 Evelyn.Bain@ed.ac.uk
Non Jones	Former President of Oxvols	Email s0672671@sms.ed.ac.uk and my contact number is 07927001457.
Ronnie Kerr	Press & PR Manager	Communications & Public Affairs 7-11 Nicolson Street Tel: 650 9547
Angela Lewthwaite	Estates & Buildings (Secretary)	Estates & Buildings Old College Southbridge Tel: 50 20 81 Fax: 50 20 82 A.Lewthwaite@ed.ac.uk
Ian Macaulay	Assistant Director of Accommodation Services (Catering)	I.Macaulay@ed.ac.uk
Ben Miller Fiona Ranford	People and Planet	s0562245@sms.ed.ac.uk fiisme@hotmail.com
Adam Ramsay Replacement is:- Thomas Graham	EUSA President	EUSA Potterrow 5/2 Bristo Square Tel: 50 26 56 Fax: 68 41 77 president@eusa.ed.ac.uk marion.matheson@eusa.ed.ac.uk
David Somervell	Energy & Environmental Manager, Estates & Buildings	Energy & Environment Office, Charles Stewart House 9 Chambers Street Tel: 50 20 73 David.Somervell@ed.ac.uk
George Thomas Replacement is James Wallace	EUSA VP Services	EUSA Potterrow 5/2 Bristo Square Tel: 50 2656 Fax: 68 41 77 VPS@eusa.ed.ac.uk
Linda Griffiths	Scottish Fair Trade Forum	s0451441@ed.ac.uk admin@scottishfairtradeforum.org.uk

Corresponding members: VP Mary Bownes (convener SEAG), Nigel Paul, Director of Corporate Services, and Laura-Jane Baker - EUSA unions Environment and Ethics officer; Prof Jan Webb -Sociology

Drinking Water Policy 2009 - For introduction by the start of academic year 2009-10.

This policy was originally initiated by Sustainability Issues & Fair Trade sub-Group, and **endorsed** by Sustainability & Environmental Advisory Group. It was revised following comments by 18 March meeting of Central Management Group [and approved by Estates Advisory Group on 31 March 2009.]

The Policy goes to Court for endorsement on 25 May 2009 and a circular is being drafted to issue shortly afterwards to provide guidance on removal etc.

- 1. Free-standing Bottled Water Coolers should not be located on University premises.**
Existing units should be removed.

- 2. Staff should draw off water for drinking from identified Drinking Water Taps.**
If chilled water is required refillable bottles of tap water should be placed in a fridge to cool.

- 3. Drinking water points should be provided in convenient locations and clearly identified.**

- 4. Caterers serving University premises should no longer provide bought-in bottled water.**
Drinking water for meetings and events should be provided in jugs or in bottles filled from the tap. These may be cooled in a fridge beforehand if the weather is very hot.

- 5. Only in exceptional circumstances should Plumbed-in Water Coolers be installed.**
Only approved units must be installed and under supervision of Estates & Buildings with installation and running cost paid by requesting School or admin unit.

- 6. A rolling programme of testing of potability of water from drinking water taps to be undertaken.**

Implementation Plan

Works Division is leading on this and has set in motion a water quality survey of all buildings with chilled water supplies. Also Works Division has sampled all buildings which are currently supplied with bottled water and all have come back clear. There are a number of remedial works required to these buildings to ensure bye-law standard are complied and these are underway.

Next step – Works Division is sampling all other buildings and this is being progressed through specialists National Britannia. Drinking Water Tap labeling procedure in preparation.

Circular to go out to all administrators being prepared but Court to approve first 25 May 09.

KB wrote: 20 May 09 – Re: communications

I will be asking at SEAG if they recommend some form of alert to colleagues - it maybe challenge to remove by end July. Unit removal – Evelyn Bain, Procurement Manager is checking out current suppliers' terms (in case, some people may have 'purchased' the units). Vending bottled water - as you know from student survey last summer these arrangements are also mainly devolved 'buys'.