

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.

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.

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.

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.

Keepsups

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’.

ROUTINE ITEMS

8 Workers’ Rights Consortium

Update carried forward to the next meeting of FTSG.

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.

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 a list of relevant fair trade suppliers from IM.

12 Any Other Business

Fair Trade Gold

The Research and Policy Manager had pursued the issue and made students aware that fair trade gold was available to them.

‘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.