Name of University/College: University of Edinburgh
Contact name: Evelyn Bain
Position of contact: Procurement Manager
Address: 9-16 Charles Stewart House, Edinburgh, EH1 1HT
Telephone: 0131 650 2506
E-mail address: Evelyn.Bain@ed.ac.uk
Total number of students enrolled: 28,974 (up to 2012)
Date of submission: July 2012

Goal 1: The Student Union (SU) and the University/College authorities sign a Fairtrade policy.
Annual review of policy to deepen the university/college commitment.

How has the policy been maintained? Has anything been added to the policy following review? How is the Students’ Union implementing the policy? How is the University/College Authority implementing the policy? Please include a copy of the latest policy.

Actions taken:

**Authority:** The University Mission includes "Make a significant, sustainable and socially responsible contribution to Scotland, the UK and the world, promoting health and economic and cultural wellbeing."

Vice-Principal Mary Bownes leads one of Six Strategic themes of Promoting Equality, Diversity, Sustainability and Social Responsibility in the University Strategic Plan 2008-12, which refers to retain Fairtrade status.


The University has a wide-ranging Social Responsibility and Sustainability (SRS) Strategy which incorporates the fair trade strategic aims and wider SRS targets and plans.
This is being monitored closely and our Fairtrade Steering Group policy is being updated/reviewed.

The University Sustainable Procurement Strategy has been redrafted and to the Scottish Sustainable Procurement (SP) Action Plan 2010, which mentions Fair Trade. Scotland is aiming to be a Fair Trade Nation, and the University is a member of the Scottish Fair Trade Forum.

We are actively influencing the public procurement reforms on SRS and related issues through the Scottish Public Procurement Policy Forum and colleges and universities SP Topic Support Network.

The convener of the University Fairtrade Steering Group (our Director of Procurement) signed the Fairtrade Foundation letter on behalf of the University online to the EU Commission regarding social considerations in public procurement to help fair trade policy in public tenders and contracts.

http://www.fairtrade.org.uk/get_involved/campaigns/fairtrade_towns/civil_society_support_for_the_inclusion_of_fair_trade_/fairtrade_in_public_procurement_needed.aspx?dm_i=5QB,6P8P,1O9214,GKL9,1

Our Sustainability and Environmental Advisory Group approved the creation of a Fair Trade Academic Network and this is convened by the head of our Just World Institute, Prof. Tim Hayward to drive forward Goal 4 of the Fair Trade Policy and support key objectives in the Social Responsibility and Sustainability Strategy Implementation Plan (of sharing research, teaching, and communication globally). We are fortunate to have Prof Michael Northcott as a member, given his lead role in creating Traidcraft.

Other members span science and humanities, health, and environment. We are also pleased to link with the Business School through Dr Kenneth Amaeshi who convenes a corporate governance and responsibility network and hosts events for business students from our international community, open to all, post-grad students have chosen a related theme for their dissertations or PhD studies. This includes two international students one from Japan and one from Africa studying our actions. Dr Amaeshi gave a public lecture part of the cross-disciplinary Our Changing World series on Sustainable Business in Emerging Markets http://www.youtube.com/watch?v=YMOGwIEBeqs

We have a paid summer student intern investigating the teaching and research in the university and on return from sabbatical, senior academic colleagues in the network will meet up. We have Global Academies for health, development, environment and society and are considering ‘justice’. The Academies bring together experts from over 25 academic disciplines to engage in global collaborative research to improve the quality of life for people across the world.

They also cross traditional subject boundaries to offer world leading interdisciplinary postgraduate degrees that equip future leaders to combat global challenges.
http://www.ed.ac.uk/about/edinburgh-global

The leadership on building global academies and steering fair trade and sustainable procurement were recognised when the inaugural Principal’s Medal for Outstanding Service was jointly awarded to Karen Bowman, Director of Procurement, and Jake Broadhurst, International Projects Manager noted in staff bulletin
http://www.ed.ac.uk/news/staff/medal-winners-211111

Public lectures included some on the Our Changing World http://www.ocw.ed.ac.uk/ International Women’s Day and we held a debate on fair trade and free trade last year as part of Global Challenges part of transition engagement
http://fairtradeglobalchallenges.eventbrite.com/

Over 40 people came and took part in a lively discussion. Most recently we had the head of the World Trade Organisation, Mr Pascal Lamy give a Montague Burton lecture on economic troubles in Europe and globally.
http://www.ed.ac.uk/about/edinburgh-global/news-events/news/lamy-260612

Remember the FAIRTRADE Mark is your only guarantee of independent certification. Please be wary of companies claiming to provide “Fair Trade” or “ethically traded” foods that do not carry the FAIRTRADE Mark. Contact us if you need further clarification. 020 7405 5942
The University of Edinburgh Assistant Director of Catering is a Director on the board of the “TU CO Organisation Ltd” which represents all in-house catering in further and higher education institutions in the UK. Now into its second year of operation he has a direct influence on the procurement strategy of the wholly owned subsidiary company TUCO Purchasing Ltd (TPL). TPL has a dedicated staff of procurement specialists based in Salford providing the procurement service and contract management for a range of contracts/framework agreements now with a combined value of over £90m and this continues to grow. Supporting national collective public sector procurement for all in-house HE and FE catering operators, there are specific contracts in place to enable a range of Fairtrade products to be purchased such as wine from Mathew Clark, and a contract called “Confectionary, Snacks, Cakes and Ancilliary Products” which commenced October 2011 for two years enables a range of “grab and go” Fair trade cakes, cookies etc. to be purchased and the University of Edinburgh buys an extensive range as these contracts also enable competitive prices to be achieved due to volume whilst still including the Fairtrade premium.

See:
http://www.tucopurchasing.co.uk/

Therefore though this national Director role the University of Edinburgh is able to go much further than representing just one University's interests and is able to influence the provision and increase the range of contracts providing fair trade products where available. These are listed clearly as a requirement of any Invitation to Tender and scored accordingly. A range of heads of catering at other Universities and Colleges in Scotland are also nominated regional champions and thus TUCO as a membership organisation for in-house caterers directly involves the actual purchasers in the tender specifications and assessment of new contracts.

See appendix A for list of commodity champions

In addition The University of Edinburgh has some specific institution only agreements for such products from “Green City Wholefoods in Glasgow” thus enabling a number of policy areas as part of the University wider sustainability agenda from reduction in food miles/carbon footprint to ensuring local employment and also that Fairtrade products are available.

**Result: Goal Maintained**

*Comments and further appropriate actions:*

TO BE COMPLETED by the FAIRTRADE FOUNDATION

It is great that you have incorporated a variety of the goals into many polices within the university.

You have maintained a policy which incorporates the university and the Edinburgh university student association, as well as having many wider policies which include Fairtrade also. By incorporating the five goals into your policy you have succeeded in demonstrating a sound Fairtrade policy.

At your yearly review, please consider revising the policy slightly to include more detailed information on how you aim to achieve and maintain these goals, in order to keep the policy specific and relevant to your campaign.

We look forward to seeing how your policy is developed and further integrated in the future.

Well done, keep up the good work!

Remember the FAIRTRADE Mark is your only guarantee of independent certification. Please be wary of companies claiming to provide “Fair Trade” or “ethically traded” foods that do not carry the FAIRTRADE Mark. Contact us if you need further clarification. 020 7405 5942
Goal 2: Fairtrade products including food and cotton are made available for sale in all campus shops. The availability and use of Fairtrade products throughout the university/college increases year on year. The university/college and Student Union commits to sourcing Fairtrade cotton products in their purchasing (for example staff uniforms, course wear and merchandise).

Is there a wider variety of products now on offer? What new products have you investigated bringing on to campus? What Fairtrade cotton products have been purchased by the university/college/SU? How are Fairtrade products promoted at the point of sale?

Actions taken:

- The University continues to look at opportunities for all new products. There is an on-going rationalisation of coffee, tea and hot chocolate suppliers which has now been concluded. The position still remains that ALL hot beverages served in the University catering outlets are Fairtrade by default and there is no other option. Original position with suppliers was:
  
  Mathew Algie – based in Glasgow (Scotland)
  
  Caber Coffee - based in Aberdeen (Scotland)
  
  Coffee Conscience – based in Perth (Scotland)
  
  Café Bar – based in England
  
  The University is now at a stage where only two suppliers exist which are Mathew Algie and Coffee Conscience. The former provide all Fairtrade coffee for all commercial activity from in day meetings, academic conferences, training days, weddings, and other events.
  
  Coffee Conscience has now been brought fully on stream January 2012 for all others areas and for espresso type products. This company roasts green coffee beans in Glasgow and Dundee and has its main distribution centre in Perth; the result is a reduction in food miles and carbon footprint. Whilst all coffee is Fairtrade, Coffee Conscience in partnership with the University are also running a number of promotions to further benefit local community projects and to plant community orchards.

Coffee Conscience Promotions

Coffee Conscience Community flyer

Community Orchard Picture

http://www.ed.ac.uk/about/sustainability/fairtrade/coffee-conscience

Growth in Fairtrade Hot Beverage consumptions has seen a significant increase over the past two years. Early signs for 2011/2012 look like there will be further strong growth. Hot chocolate has seen the greatest growth further machines have now been installed as standard in all catering units.

Cups sold

<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>Tea</td>
<td>644,400</td>
<td>754,500</td>
</tr>
<tr>
<td>Coffee</td>
<td>1,480,840</td>
<td>1,633,440</td>
</tr>
<tr>
<td>Hot Chocolate</td>
<td>28,750</td>
<td>312,500</td>
</tr>
</tbody>
</table>

Remember the FAIRTRADE Mark is your only guarantee of independent certification. Please be wary of companies claiming to provide “Fair Trade” or “ethically traded” foods that do not carry the FAIRTRADE Mark. Contact us if you need further clarification. 020 7405 5942
In respect of fair trade rice usage, The University of Edinburgh was instrumental in setting up a relationship with “Just Trading Scotland” who are a local supplier based in Paisley and just by chance had a stall at the first ever University and College Fairtrade Conference held during Fairtrade Fortnight 2009. After speaking with the owner, The University now buys its rice and lentils through “Just Trading” directly from Malawi. Only primary education is free in Malawi but for every 90KG of rice purchased, we can sponsor a child there to attend High School. In addition, to further roll out this initiative, the Assistant Director (Catering) enabled “Just Trading” to present to a range of heads from the Higher and Further Education sectors at a recent Scottish regional meeting of The University Caterers Association (TUCO) to look at opportunities to roll out use of this rice throughout the sector in Scotland. Due to a desire to reduce overheads this supply is not yet formally accredited to FLO, costs can be prohibitive.

The growth has been significant over the past two years as demonstrated below:

<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>White Rice</td>
<td>60 kilos</td>
<td>2,280 kilos</td>
</tr>
<tr>
<td>Brown Rice</td>
<td>60 kilos</td>
<td>878 kilos</td>
</tr>
</tbody>
</table>

Whilst farmers in Malawi can decide if they want to spend their premium in Schooling for children or other essential items is the flyer as per appendix F is used then the University of Edinburgh could potentially have enabled 35 children in Malawi to attend High School.

This was commended at a recent Holyrood Parliament Cross-Party group on Fair Trade. The Scottish Government is supporting Fair Trade Nation campaign and the University is seen as a leading example. We also learned about fairtrade cotton uniforms for schools etc. there.

Malawi Rice

http://www.ed.ac.uk/about/sustainability/fairtrade/news-events/1.55582

The University of Edinburgh Procurement Office has agreed, after a formal proposal from our students to the Fairtrade Steering Group, and thorough research on existing consortium suppliers, to join the WRC Workers Rights Consortium which is part of a UK campaign by People & Planet. The WRC will review all suppliers on existing agreements for corporate branded clothing and all other e.g. sports, uniform clothing which is purchased from these agreements. Future tenders will declare the membership of the WRC and the process of checking the supply chain before award. We are the first in Scotland to join. We shared information on fairtrade cotton uniforms with two local school head teachers.

The students association EUSA has a number of outlets selling fair trade products in shops or bars. This year a new till system has been put in place and we are unable to provide the product detail, but in future these outlets will be able to report more fully on sales to students and others e.g. at the time of the International Festival many Fringe events are catered for by EUSA and offer fair trade products. In 2010 we hosted a special Café Direct mobile van for 10 days giving samples to people leaving the event venues and thus brought the fair trade message to a large new audience.

http://www.ed.ac.uk/news/staff/cafedirect-170810

Total for both university and students union is some 2.12m Fairtrade beverages sold in a year.
Our community Fairtrade café run by student volunteers won the Lord Provost best Fairtrade community Award 2011, presented as part of the Edinburgh Fairtrade City Initiative.

http://www.ed.ac.uk/about/sustainability/fairtrade/uni-fair-trade-cafe
http://www.ed.ac.uk/about/sustainability/fairtrade/uni-fair-trade-cafe/ft-cafe-award-winners

Three student societies (Chocsoc, Societea, Baking society) joined forces to give a lovely Fairtrade Afternoon Tea and helped people who came to think about always choosing fair trade ingredients

http://www.ed.ac.uk/about/sustainability/fairtrade/news-events/latest-news?id=2751fee8808c378b&cw_xml=./

Result: Goal Maintained

Comments and further appropriate actions:

TO BE COMPLETED by the FAIRTRADE FOUNDATION

Well done on making a good start by selling a variety of basic confectionary and refreshment items and it is great to see you stocking Fairtrade tea, coffee, hot chocolate, sugar, wine and fruit. It is especially great that you stock Fairtrade rice and cotton sports and uniform clothing. It would be great, as the next step, to extend this range to include other products. The range of Fairtrade products available is increasing all the time – please visit the Fairtrade products webpage for up-to-date details.

You could increase your product range to include Fairtrade baked beans which are organic and bound to be a favourite with students! In-house products could include the use of Fairtrade flour, sugar, spices, cocoa, raisins and honey which are all now available. The student union bars might also want to think about stocking Fairtrade wine, beer and fruit juice, as well as offering Fairtrade nuts, dried fruit and other snacks.

Vending machines are also a great opportunity to boost Fairtrade sales as well as helping raise awareness. The range of Fairtrade confectionary and snacks continues to expand and there are many excellent Fairtrade alternatives to conventional vending machine stocks.

As highlighted by your statistics, there has been a substantial increase in your rice quantities. As rice is one of the world’s most important agricultural commodities it is one of the most significant contributors for farmers in developing countries. In line with your rice purchasing, Fairtrade olive oil is now available, and can be purchased from the NUSSL list as well as from a wide range of health food shops, delicatessens and online stores including Whole Foods Market. This could be used in your canteens as well as sold in your campus shops. Olive production is a vital source of livelihood income for Palestinian communities. The FAIRTRADE Mark helps increase their access to international markets and provide opportunities to earn more sustainable incomes. You can learn more about the Fairtrade olive oil organisation Zaytoun here: http://www.zaytoun.org/

Furthermore, it is brilliant to see you stocking uniforms made from Fairtrade cotton, as this is a crucial cash crop for many developing countries.

Have you considered pushing for Fairtrade footballs and sports kits made from Fairtrade cotton? This is an excellent way of raising awareness and potentially incorporating Fairtrade in the curriculum.

Goal 3: Fairtrade products are served at all meetings and events hosted by the University /College and the Student Union (or equivalent), including internal management meetings.

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Tea, coffee and sugar to be served as standard with other Fairtrade products being introduced (e.g. biscuits and juice) where possible.

What further steps has the university/college taken to make Fairtrade products more widely available in meetings? Are Fairtrade products served in conferences? Are Fairtrade juices, wine, fresh fruit and snacks available? Are all departments using Fairtrade tea and coffee?

Actions taken:

The University of Edinburgh in-house catering continues to offer a full range of Fairtrade hot beverages, sugar, wines and fruit. These are available to all as can be seen by growth figures provided, above. EUSA catering also provides a similar range and served beverages for the Cabinet Secretary keynote speech for Scotland Fair Trade Nation at the University chaplaincy in 2012. Student volunteers made lovely cakes using ingredients like sugar, chocolate, fruit (all fair trade).

As most venues, events and in-house deliveries are provided by our own catering or EUSA we are able to say that departments are using Fairtrade tea and coffee and it is served at all conferences.

Result: Goal Maintained

Comments and further appropriate actions:
TO BE COMPLETED by the FAIRTRADE FOUNDATION

We are really pleased that Fairtrade beverages, sugar, wines and fruit served at all conferences! Please consider offering Fairtrade biscuits, snacks and confectionary in future, where appropriate.

In order to ensure your hard work does not go unnoticed, do meeting participants know they are consuming Fairtrade products? Are conferences guests aware that they are being served Fairtrade products? Please consider using brochures or table placards to spread awareness – see our resources page for more ideas and promotional material.

Goal 4: Campaigns are run on campus to increase the understanding of Fairtrade and consumption of Fairtrade products. This should include student events, actions and trade justice awareness raising as well as integrating Fairtrade in to subject teaching where appropriate and using a social media group for your campaign (i.e. facebook, twitter)

What additional events have been organised over the past year? What press/media coverage has been achieved? Please include as many photos and examples of coverage as possible. Has teaching on Fairtrade been incorporated in to any courses? Have you used a social media tool to promote your activities?

Actions taken:

- The Fairtrade status is now featured in articles in the Prospectuses for both undergraduate and postgraduate students. Our Strategic Plan has wide publicity and refers to our Fairtrade status.
- EUSA now includes the Fairtrade logo, with the line ‘Proud to be a Fairtrade Union’ at the bottom of all letter-headed paper.
• APUC sent an eZine item to the Universities Scotland and Scotland’s Colleges (Principals/VCs group), Scottish Funding Council and the Procurement Networks for colleges and universities
• EAUC publicised the events on their website as did the Scottish Fair Trade Forum and p&p.
• The University Procurement Office has a dedicated link on their web site offering up to date information and news about Fairtrade refer to link and this is promoted to top level for FT14;
• EUSA website featured a Fairtrade news link before and during Fairtrade Fortnight 2010/11/12

The press was invited to events.

http://www.ed.ac.uk/about/sustainability/fairtrade/home

(Internal) SEAG Paper up to 2012
Fairtrade Steering Group Report

Link to reports:

www.seag.estates.ed.ac.uk

(Internal) Report from People and Planet Re: Fairtrade review 2011/2012

People and Planet society were involved in a number of Fairtrade (FT) activities throughout the 2 years, promoting FT, celebrating FT and campaigning for trade justice.

It began as usual with a hectic Freshers week, in which we introduced new students to FT with a picnic and football game using a FT football and of course eating FT food. There was a talk and discussion about what Fairtrade means at our day long event.

One of the first activities we did was to send one of every Scotmid FT item to the Danish FT foundation. They had asked us to do this so they could persuade Danish supermarkets to stock more FT.

The main campaign for the year was the ‘schools campaign’. Our idea was to visit local schools and do assemblies/presentations about FT. This took lots of planning, and we were disappointed in the end to only have one reply so far (we did a very successful assembly and 3 presentations at this school). We have not given up however and are looking at other ways to approach the schools. We did however do a presentation at the Edinburgh Art College who are now well on their way to becoming Fairtrade.

People and Planet helped with the organisation of the first ever Scottish Universities and Colleges FT conference, at the end of FT fortnight. Other FT fortnight events included a Fashion show, olive oil tasting from local company ‘Equal Exchange’, a chocolate fountain, and a FT football tournament.

Throughout the year there were a number of other events – a debate hosted by Norman Chipakupaku, FT vs. non-FT tasting, a talk by a Honduran Union worker on the impact of trade justice, and we helped out at the Scottish Fairtrade Forums campaign day.

We have recently petitioned the student union to stock more FT products, and will be meeting up with their shop manager soon to discuss this. 

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Finally, our latest project is to create a FT naked calendar, promoting Fairtrade!

**Student campaigns**
Students worked on a number of Fairtrade campaigns.

- Working with the Student Union to provide information boards 1 meter in size which were displayed giving information about Fairtrade at the University of Edinburgh.
- Asking for the Train companies to offer Fairtrade products
- Plans are underway to ask students at The University of Edinburgh to visit schools to discuss the benefits and ethos of the Fairtrade Foundation.
- Volunteer works with the Scottish Fair Trade Forum to help make Scotland a Fair Trade nation.

**Fairtrade Fortnight 2011/12**
All those involved with Fairtrade at the University of Edinburgh managed to pull together a packed programme of events for FT Fortnight, demonstrating that there is still a great deal of enthusiasm for the cause.

The University of Edinburgh’s 8th birthday, with the Programmes shown below:
[http://www.ed.ac.uk/about/sustainability/fairtrade/home](http://www.ed.ac.uk/about/sustainability/fairtrade/home)

Fairtrade Fortnight saw Edinburgh University celebrate its eight anniversary as Scotland’s first Fairtrade University

**What next?**

With Edinburgh Napier University we have had a motion passed by the Edinburgh Fairtrade City Initiative steering group to set up a city-wide universities and college’s subgroup and we have some sponsorship towards assisting others in carrying forwards the pledges made at the 2009 Conference itself. This included supporting Queen Margaret University in 2010 to host another.

**What EUSA has been doing?**
EUSA has moved forward significantly with regard to the Environment and sustainability and now lead the UK as one of the best the best Students Unions in the country in this area. The following are some highlight:

- Sound Impact 2010 winners and runners up in 2012 (100 student unions participated). Top Student Union in UK for actions in the Environment. This encompassed a great deal of work and effort and EUSA are immensely proud of this achievement.
- Reviewing and re-developing the EUSA Environmental and Ethical Strategy which comprises their plan for the next three years and how they can aim to tackle climate change on campus.
- Launched EUSA website and work on 10:10 to try to reduce University carbon footprint by 10%.

**How EUSA will interact with the University in the future?**

EUSA will continue to partner the university on Fairtrade. We will keep our relationship under review to ensure that we are, as institutions, working to the very best of our respective strengths. The following people will be the contacts within EUSA and everything relating to the representation on the Environment should flow through these individuals:

**Max Crema, Vice President Services**

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Max Crema will be the main contact within EUSA and has sabbatical responsibility for Environmental issues.
Max will sit on SEAG
Max will receive reports on FSG activity from the other EUSA elected reps.
Max will chair EUSAs internal Environmental and Ethical committee

The staff contact at EUSA who will be the daily contact for general environmental issues and concerns:
- Davy Gray is the contact for all daily matters relating to the environment/sustainability
- He will be the source of most information in this area and will direct you to the appropriate person where relevant
- He will attend FSG meetings where deemed appropriate
- He updates the VPS where appropriate on issues arising within this area

The University of Edinburgh’s 7th/8th anniversary 2010-11 and 2011/12 of Fairtrade, with the Programmes shown below

Events:

http://www.ed.ac.uk/news/events/fairtrade-220210

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Students/staff attended</th>
<th>Description/aims</th>
</tr>
</thead>
<tbody>
<tr>
<td>During Fairtrade Fortnight 2011</td>
<td>Take your tutor or Teacher out for tea</td>
<td>Students</td>
<td>To enable students to discuss fairtrade with their tutors/teachers</td>
</tr>
<tr>
<td>Weekly 2011</td>
<td>Prepare soup, baked goods</td>
<td>Students</td>
<td>Held within the Chaplaincy to assist with fundraising for various charities</td>
</tr>
<tr>
<td>21st January 2011</td>
<td>Workshop</td>
<td>People &amp; Planet</td>
<td>Leith Primary School, lasting one hour, teaching and discussing fairtrade</td>
</tr>
<tr>
<td>28th January 2011</td>
<td>Fair Trade Coffee morning</td>
<td>People &amp; Planet</td>
<td>Fairtrade group meeting to debate and discuss fairtrade</td>
</tr>
<tr>
<td>5th May 2011</td>
<td>Cameron House Nursery School</td>
<td>People &amp; Planet</td>
<td>Workshop based on games and stories from Charlie and Lola who learn whether it is fair or not fair that workers get paid so little</td>
</tr>
<tr>
<td>6th May 2011</td>
<td>Fair Trade Coffee morning</td>
<td>People &amp; Planet</td>
<td>Performing a play, held coffee stalls and goodies stall, all parents welcome. Fundraised £150</td>
</tr>
<tr>
<td>8th November 2011</td>
<td>Fairtrade committee</td>
<td>People &amp; Planet</td>
<td>First meeting of the fairtrade committee</td>
</tr>
<tr>
<td>December 2011</td>
<td>Fairtrade Stall at Christmas Faire</td>
<td>People &amp; Planet</td>
<td>Attending and organising the stalls at the Fairtrade Faire, stall with tea/coffee fundraising with Leith Primary School</td>
</tr>
<tr>
<td>Date</td>
<td>Event Description</td>
<td>Participants</td>
<td>Location Description</td>
</tr>
<tr>
<td>--------------------</td>
<td>-----------------------------------------------------------------------------------</td>
<td>-------------------------------------</td>
<td>-----------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>27th February – 11th March 2012</td>
<td>Keep Cups</td>
<td>All staff and Students</td>
<td>Accommodation Services Keep Cup promotion in all catering outlets within the campus</td>
</tr>
<tr>
<td>27th February – 5th March 2012</td>
<td>Fairtrade soup Banana and Peanut</td>
<td>Staff and Students and members of the public</td>
<td>On Mondays within the Chaplaincy auditorium spread the word</td>
</tr>
<tr>
<td>1st March 2012 2pm – 3.30pm</td>
<td>Fairtrade afternoon tea and the baking society</td>
<td>Staff and Students and members of the public</td>
<td>Held within the Chaplaincy auditorium, opportunity to discuss what fairtrade is about and the products which can be purchased</td>
</tr>
<tr>
<td>3rd March 2012</td>
<td>Fairtrade football event</td>
<td>Staff/Students and members of the public</td>
<td>Held in the meadows park using Fairtrade footballs</td>
</tr>
<tr>
<td>5th March 2012 7pm to 9pm</td>
<td>Hearty Squirrel Make Your FT chocolate bar. The chocolate making will be followed by an informal discussion and debate about whether FT is going far enough</td>
<td>Staff/Students and members of the public</td>
<td>Held within the Chaplaincy auditorium debate about Fairtrade</td>
</tr>
<tr>
<td>7th March 2012 VIP event</td>
<td>Cabinet Secretary and producer : Scottish Fair Trade Forum Fiona Hyslop MSP to deliver ‘Scotland - Fair Trade Nation’ keynote speech + Norma Gadea Paiva, a Nicaraguan coffee farmer from SOPEXXCCA Coffee Co-operative to attend with Felicity from Equal Exchange who will translate</td>
<td>Staff/Students and FT City Council</td>
<td>Held within the Chaplaincy auditorium</td>
</tr>
<tr>
<td>8th March 2012</td>
<td>INTERNATIONAL WOMEN’S DAY - Evening lecture by Philippa Gregory,</td>
<td></td>
<td>Held in the Paterson’s Land Building - lecture-debate</td>
</tr>
<tr>
<td>8th March 2012</td>
<td>Hanan Alsaneh’s talk “Bedouin Women of the Negev - Empowerment Through Fair Trade</td>
<td>Staff/Students/ members of the Public</td>
<td>Held in the St George’s West Church, 58 Shandwick Place</td>
</tr>
</tbody>
</table>

**Result:** Goal Maintained

**Comments and further appropriate actions:**

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TO BE COMPLETED by the FAIRTRADE FOUNDATION

Well done on a good number and range of events, including two Fairtrade debates, Afternoon Tea, a variety of student campaigns, workshops, coffee morning and a LUSH lecture! We especially liked the Fresher’s week picnic and football game, ‘school campaign’, Scottish Universities and Colleges Fairtrade conference and olive oil tasting!

It is great to see you having events during fresher’s week as this is a great opportunity to inform new students about the Fairtrade status of the University and hopefully encourage new student to join the Fairtrade movement.

It is also good to see that you are spreading awareness in the community by campaigning in conjunction with local schools! This is a great way of sharing knowledge and ideas, and organising joint events that can reach out to a larger network of people. Working together with the Danish Fairtrade Foundation to campaign for Fairtrade products in Danish supermarkets is an amazing achievement! Thank you for your commitment to Fairtrade.

Next time it would be great to see photos, press cuttings and promotional material from your events.

To further your campaign you may like to consider:
Fairtrade welcome packs for newcomers in halls of residency or at Freshers’ Fair;
Easter or Valentine’s Day Fairtrade Chocolate exchange/promotion;
Fairtrade Roses for Valentine’s Day;
Fairtrade wine and/or beer tasting evening;
Film screenings;
Fairtrade Christmas market;
Fairtrade Mothers’ Day stall;
Guest chef preparing recipes with Fairtrade products;
Fairtrade cocktails’ night at the SU bar, using Fairtrade wine and spirits.
Doing these types of activities more often during the year will ensure that you raise as much awareness for Fairtrade as possible, so make sure to capitalise on your momentum to expand even further!

It is also great to see that you have come up with some innovative future plans, such as a naked Fairtrade calendar and we look forward to seeing how your campaign continues to grow.

Goal 5: A Fairtrade Steering Group is established, with representatives from the student body, University/College staff and catering or procurement department.

<table>
<thead>
<tr>
<th>Name</th>
<th>University position</th>
<th>Steering group role</th>
<th>Contact details</th>
<th>Key contact? (detail)</th>
<th>E-news</th>
</tr>
</thead>
<tbody>
<tr>
<td>Karen Bowman</td>
<td>Director of Procurement</td>
<td>Convener</td>
<td><a href="mailto:Karen.bowman@ed.ac.uk">Karen.bowman@ed.ac.uk</a></td>
<td>0131 650 2508</td>
<td>Yes</td>
</tr>
<tr>
<td>Dr Kenneth Amaeshi</td>
<td>Senior Lecturer</td>
<td>member</td>
<td><a href="mailto:Kenneth.Amaeshi@ed.ac.uk">Kenneth.Amaeshi@ed.ac.uk</a></td>
<td></td>
<td>Yes</td>
</tr>
</tbody>
</table>

Remember the FAIRTRADE Mark is your only guarantee of independent certification. Please be wary of companies claiming to provide “Fair Trade” or “ethically traded” foods that do not carry the FAIRTRADE Mark. Contact us if you need further clarification. 020 7405 5942
**Actions taken:**

- The joint staff-student Sustainability Issues and Fairtrade Group (renamed Fairtrade Steering Group**) met 10 times during the past 24 months under the convenership of the Director of Procurement (for the Vice Principal)*.


- The EUSA President and Vice President sabbatical reps change each year (but are almost always elected with commitments to promoting the Fairtrade message) and we now have EUSA Ethical officer (or equivalent) who support the students association ethical stance.

- Students from any Fairtrade and related societies are encouraged to self-nominate.

- Staff who have an interest are encouraged to self-nominate or be corresponding members.

- Staff from the Press Office joined in place of a Communications and Marketing colleague.

- The Director of Procurement and the Procurement Manager worked tirelessly as volunteers with the City of Edinburgh Council Fairtrade Initiative, now also involved in two subgroups.
• FSG group reports progress 3 times a year to The University of Edinburgh Sustainability and Environmental Advisory Group (SEAG), a Committee of the University of Edinburgh Central Management, chaired by a Vice Principal.

• Progress will be monitored against SRS objectives for social responsibility and sustainability.

• We have started to review the group’s remit in the light of the Strategic Plan.

* Vice-Principal Professor Mary Bownes leads on one of Six Strategic themes of Promoting Equality, Diversity, Sustainability and Social Responsibility in the University Strategic Plan 2008-12.

** The Sustainability Issues are now being supported by a new SEAG-Operations Group, convened by the Director of Corporate Services and covering all major operations in the University. The Director of Corporate Services is now also our Sustainable Procurement Champion http://www.docs.csg.ed.ac.uk/Procurement/Pipsnews/Pipsnewsletterfeb10v2.pdf

FSG will inform SEAG-OPS of any operational issues to get them to seek practical solutions for all.

Fairtrade Steering Group minutes, see  http://www.seagfsg.estates.ed.ac.uk/#

Future plans (Please identify any future plans and areas that you would like to focus on for the next year):

Result: Goal Maintained

Comments and further appropriate actions: TO BE COMPLETED by the FAIRTRADE FOUNDATION

Congratulations on all your work as a team over the past two years! It is excellent that you have met 10 times during the past 24 months. You have clearly formed a proactive Steering Group including representatives from all the appropriate groups. Your have a sound strategy to recruit more members, which will in turn spread the word about Fairtrade in general. Do not forget to inform us of any changes to the steering group or changes in contact details of any steering group members.

Thank you for providing contact details and minutes that show your commitment to implement your Fairtrade initiatives.

From your minutes we would like to congratulate you on your action planning (setting deadlines and dates for follow up meetings) and your very organised and strategic approach to the application. The proposition to apply for status was not a brief generic mention but well thought out and planned with handing a copy of the form to everyone and a detailed breakdown of each goal and how it would be implemented at the university. It’s really interesting to see some of the topics you discuss, such as the marketing material from the Fairtrade Foundation used during Fairtrade Fortnight. Do not forget to ensure that marketing and promotional material are present all year round to promotion Fairtrade products at all times such as through the use of the information boards in the Student Union. Also the very detailed action plan regarding ‘Scotland - Fair Trade Nation’ was great to see. Lastly, the proposal of an annual strategy by the Fairtrade Steering Group is great and we look forward to seeing how this will develop over time.

Well done on all your efforts so far; you have a fantastic campaign and appear extremely proactive and organised in your approach. Congratulations and we look forward to seeing how you progress over the next couple of years!
CONGRATULATIONS! We are delighted to renew Edinburgh University’s Fairtrade Status and thank you for your continuing hard work and support. Edinburgh University is clearly committed to Fairtrade, and this shows in your success in upholding and surpassing the 5 goals. Well done – we look forward to seeing how your campaign develops and what activities you have planned in the coming year.

Please note that we have updated the renewal process recently and from now on you only need to renew every 2 years. We aim to allow you to concentrate on campaigning opposed to renewal applications. Please make sure you continue holding events throughout the year and gathering evidence for your renewal in August 2014: the latest version of the renewal form can be found on our website.

Signed

Name: Celia Masse
Position: Campaigns Officer
Date: 06 August 2012

Name: Faithful Conteh
Position: University Campaigns Volunteer
Date: 06 August 2012

Notes:
* When referring to Fairtrade University / College status, Fairtrade products (i.e. products which carry the FAIRTRADE Mark) and Fairtrade in any context relating to the Fairtrade Foundation, Fairtrade should always be written as one word with a capital ‘F’.

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