FAIRTRADE UNIVERSITY / COLLEGE STATUS RENEWAL FORM

Complete and return annually to renew your Fairtrade status!

Gaining Fairtrade University or College status is a fantastic achievement, but is just the start of a Fairtrade University or College’s ongoing commitment.

A copy of this form should be completed and returned to us accompanied by supporting evidence each year to show the continuing progress towards each goal, and enable us to best support your ongoing work raising awareness of Fairtrade.

Please email it with your supporting evidence to volunteer.university@fairtrade.org.uk. You can also post hard copy supporting evidence to: Fairtrade Universities and Colleges, Fairtrade Foundation, 3rd Floor, Ibex House, 42-47 Minories, London EC3N 1DY.

NB: Please check the Fairtrade Foundation website to ensure you have the most up to date version of this form, goal information and supporting document expectations.

<table>
<thead>
<tr>
<th>Name of University/College:</th>
<th>The University of Edinburgh</th>
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</thead>
<tbody>
<tr>
<td>Contact name:</td>
<td>Evelyn Bain</td>
</tr>
<tr>
<td>Position of contact:</td>
<td>MCIPS, Procurement Manager</td>
</tr>
<tr>
<td>Address:</td>
<td>The University of Edinburgh Procurement Office, Charles Stewart House 9-16 Chambers Street Edinburgh EH1 1HT</td>
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<tr>
<td>Telephone:</td>
<td>0131 650 2506</td>
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<tr>
<td>E-mail address:</td>
<td><a href="mailto:Evelyn.Bain@ed.ac.uk">Evelyn.Bain@ed.ac.uk</a></td>
</tr>
<tr>
<td>Total number of students enrolled:</td>
<td>over 28,158 (approximately 8,026 staff)</td>
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<td>Date of submission:</td>
<td>July 2010</td>
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</tbody>
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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 on 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. [http://www.planning.ed.ac.uk/strategic_planning/SP2008-12/SP0812.htm](http://www.planning.ed.ac.uk/strategic_planning/SP2008-12/SP0812.htm)

The University has recently published 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. [http://www.docs.csg.ed.ac.uk/EstatesBuildings/Policies/Social_Responsibility_and_Sustainability_Strategy_2010.pdf](http://www.docs.csg.ed.ac.uk/EstatesBuildings/Policies/Social_Responsibility_and_Sustainability_Strategy_2010.pdf)

The University Sustainable Procurement Strategy has been redrafted and is being updated for reference to the Scottish Sustainable Procurement Action Plan 2010, which mentions Fair Trade.

We are actively influencing the public procurement reforms on SRS and related issues as well.

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](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)

- We have started to review our group’s remit in the light of the Strategic Plan for next year.

**Update on NUSSL-level action:** As a result of policy pushed by the Students’ Association (EUSA) NUSSL committed to a total switch to Fairtrade hot beverages at the beginning of 2007. We requested an update recently and this switch has been confirmed and is being maintained. We understand that NUSSL has a dilemma with an exclusive new coffee they are bringing in, in that it is very much a fairly-traded product but unlikely to get the Fairtrade mark. They are concerned about the implications of this for universities with Fairtrade status. We are also finding NUSSL supply chain for Fairtrade bananas unreliable. VPS is going to take this up prior to the new student year. EUSA will not be affected as it doesn’t actually buy hot drinks through NUSSL.

The University of Edinburgh in-house catering operation buys all food products via two main consortia: The University of Edinburgh Caterers Organisation (TUCO) and Advanced Procurement for Universities and Colleges (APUC), the latter being centre of procurement expertise under the Scottish Public Procurement Reforms and TUCO representing the UK institutions. The University of Edinburgh Assistant Director of Catering is a Director on the board of the newly formed company “TUCO Organisation Ltd” which represents all in-house catering in further and higher education institutions in the UK. Following a recent merger with another purchasing organisation the combined annual spend on procurement has been able to be consolidated and increased from £55m to £80m across a range of catering commodity items. TUCO Organisation Ltd is the parent

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
company with the wholly owned subsidiary company “TUCO Purchasing Ltd” and in this role as director on the main board the University of Edinburgh (representing the TUCO Scotland and N Ireland region) is able to directly challenge and inform future tenders with the aim securing as many Fairtrade products as possible for catering use, whilst dealing with some ongoing and remaining issues of volume and ability to meet demand for certain fair trade products. In addition non FE and HE institutions are able to become members of TU CO Purchasing Ltd so out with the sector others can benefit if they join from local authorities and other public sector organisations.

APUC is a member of the Environmental Advisors for Universities and Colleges – Scotland (EAUC-S) and on the steering group for the DfID Poverty Aware Procurement on Campus project. The latter has now published 14 Commodity Information Communication tools on their website http://www.eauc.org.uk/home and now our procurement managers are reviewing in their strategies.

We now source Fairtrade bananas through the APUC Fruit and Veg contracts, but there is still random supply as suppliers struggle to meet demand given the need for fully ripe bananas for catering on a daily basis. We think about local supply vs fair trade producers for other produce.

**Result: Goal Maintained**

**Comments and further appropriate actions:**

Congratulations on maintaining this goal and successfully gaining the support of various groups and associations across the University that lobby for more Fairtrade products, sustainable procurement policies, social responsibility and equality in the University and community. It is great news that the convenor of the University Fairtrade Steering Group signed the Fairtrade Foundation letter EU Commission regarding social considerations in public procurement to help fair trade policy in public tenders and contracts. This shows the University’s commitment to the Fairtrade campaign and trade justice issues.

I would also like to mention that we appreciate updates on the campaign at NUSSL-level action and the University campaign activity but do make sure that your application includes only latest news and developments since your previous renewal as we can always refer back to past submissions for the campaign background. The renewal form is a tool to assess what has been added to the policy each year and how the campaign has developed since the last renewal.

Thank you for informing us that the Fairtrade Steering Group policy and the Scottish Sustainable Procurement Action Plan 2010 are currently being reviewed. Do keep us up-to-date with any changes that are made to the policy in relation to Fairtrade campaign activities. Keep up the momentum and for next year concentrate on getting as many students and staff members involved in the campaign as possible. Explore more opportunities of working in collaboration with local Fairtrade networks (Schools, Town, Churches) to organise joint events. This helps in rapidly expanding your campaign and spreads the Fairtrade message beyond the University campus.

We look forward to seeing how your campaign develops in the coming year.

**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? |
Date achieved:

Please list all outlets on campus and indicate how they are catered/supplied (if you have several suppliers of Fairtrade products, please list a few as examples):

- The University of Edinburgh operations now have three coffee machine suppliers and are going through a process of rationalisation currently, these are, Café Bar, Mathew Algie and Caber Coffee. Regardless of supplier, all actual coffee and tea product used is Fairtrade from beans to ground roast coffee to bulk brew tea. For all commercial catering activity this is also fair trade and for tea the full Clipper range of tea and speciality teas is used. The plan is still in the next two years to rationalise down to only two coffee suppliers.

- The University of Edinburgh is also now working with Green City Wholefoods as a local Glasgow supplier and bringing in some more Fairtrade products as they become available and budget levels allow them to be stocked.

- Some have vending (Flavia) Rainforest Alliance produce and this was mentioned when Harriet Lamb attended a conference here. If not Fairtrade marked we look for the next nearest option.

- Discussions have been started with John Riches (Just Trading Scotland), looking at the volume issues with supplies of rice and grain to the food service sector as packaging is still too much in a retail size instead of 3kg and 5kg bags. The University is working with Just Trading to see if a container can be brought into Scotland from Malawi and then to get a distribution route which all TUCO members can benefit from through Scotland. We are piloting this over the summer.

- In the Pollock Halls catered Halls of Residence, and Moray House School of Education the University of Edinburgh has installed a bulk orange and pineapple juice solution with machines with scrolling LCD panel advertising fairtrade and bag in box 10 litre box concentrate of the product. The supplier is Krogab, and this juice is available to all 2,000 students on site and all commercial customers in the vacation periods when student accommodation and catering is sold commercially. These machines were put in during February 2009 and over the period 1st March 2009 to 28th Feb 2010, over 8,410 litres of concentrated fair trade orange and pineapple juice have been dispensed.

- EUSA continues to expand the range of Fairtrade products stocked in its shops. The cotton clothing range has been expanded to T-shirts as well as hoodies and now makes up more than half of The University of Edinburgh clothing items on sale. For Fairtrade Fortnight 2009, the University of Edinburgh Gift Shop (run by University communications and media not EUSA) also permanently switched its T-shirt ranges to Fairtrade cotton, sourced from Epona.

- The students’ union shops have introduced numerous new Fairtrade snacks and chocolates.

- EUSA have won a catering contract to supply a catered facility at the National Library of Scotland. Fairtrade goods will form an integral part of this agreement which will include tea, coffee, chocolate, sugar, confectionary, fruit, juices and wine etc. This hosted the City Fairtrade breakfast during Fairtrade Fortnight 2010 when the Lord Provost gave NLS a Fairtrade Award.

Ongoing:

EUSA sales of tea and coffee in the students’ union venues across the campus during 2009-2010 totalled 271,215 cups of tea and coffee. EUSA has also sold over 1,500 cans of Ubuntu/Fairtrade cola as well as juices, snacks, chocolate and 95 bottles of Fairtrade wine in the student union bars.

Total sales value within the student shops during 2009-2010 was £27,000 the total portfolio of products was as follows: Fruit Juice, Ubuntu Cola, Chocolate, Coffee, Tea, Snacks and Wine.

Fairtrade consumption figures for the University (out with EUSA) for the period March 2009 –

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
February 2010 are 1.05 million cups of coffee, 800,000 cups of tea, 558,000 sticks of Fairtrade brown and white sugar during the same period.

Total for both university and students union is some 2.12m Fairtrade beverages sold in a year.

**Result: Goal Maintained**

**Comments and further appropriate actions**

Well done—goal maintained. Thank you for including sales figures in your report. 2.12 m Fairtrade beverages sold last year – that is a very impressive figure! It just goes on to show that your campaign is rapidly expanding and the University is playing an important role in helping producers in developing countries to transform their lives and lift themselves out of poverty with dignity. Do staff and students know about these figures? To publicize your efforts have you thought about having display boards at your outlets that are updated monthly or quarterly with the number of Fairtrade beverages sold on campus? You could use these display boards as a tool for creating excitement among staff and students especially during the Fairtrade Fortnight. It is also a great way of informing visitors of your active Fairtrade campaign. It’s great to see that you are actively monitoring your campaign by tracking sales figures. (Please include a detailed list of all the brands and product range of individual brands made available on campus)

It’s great to know that discussions are on with Just Trading Scotland to bring in a container from Malawi and to get a distribution route which all TUCO members can benefit from. them looking into these initiatives is a great way to ensure the quantities of such Fairtrade products are available for TUCO members!

Also remember to use our new renewal application form for your next renewal. The renewal form includes a table to log the products you sell, sales figures, suppliers information etc. The new template will help you track your products and make informed purchasing decisions and also help us in assessing what you are selling and offer advice for the future.

Suggestions for next year would be to offer seasonally popular Fairtrade products and to make full use of resources available to promote them (newsletters, point of sale posters, students union website etc). Example: Selling Fairtrade ice creams and frozen yogurt in summer, Fairtrade roses on Valentine’s Day, Fairtrade sports balls during the World Cup fever, Christmas puddings and fruit cakes for Christmas. The opportunities are endless.

Once again I would like to mention that you need to only include new products and initiatives introduced since your previous renewal. Since you have already mentioned points 1,2, 6 and 7 in your previous renewals it is not required for you to do so again so for your next renewal only include any changes or developments to your existing campaign activities.

If you need any more ideas or support for your campaign do not hesitate to write to us. Keep up the good work!

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**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.

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?

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
Date achieved:

Details: (Please list products available, with product details as for Goal 2 evidence)
Example:

<table>
<thead>
<tr>
<th>Outlet</th>
<th>Product</th>
<th>Brand</th>
<th>Meetings</th>
</tr>
</thead>
<tbody>
<tr>
<td>SU offices</td>
<td>Peru Machu Picchu Organic Ground Coffee</td>
<td>Cafedirect</td>
<td>All SU meetings and refreshments</td>
</tr>
<tr>
<td>Catering for meetings</td>
<td>Fairtrade sugar sticks</td>
<td>Cafeology</td>
<td>All university catered meetings</td>
</tr>
<tr>
<td>Catering for meetings</td>
<td>Fairtrade everyday teabags</td>
<td>Clipper</td>
<td>All university catered meetings</td>
</tr>
<tr>
<td>etc</td>
<td>etc</td>
<td>etc</td>
<td>etc</td>
</tr>
</tbody>
</table>

Any other progress or achievements:

A range of Fairtrade wines are now available through the TUCO National wines and spirits contract should customers wish to choose them. These are also included on the wine lists mailed out to customers so they have the full choice should they wish to choose fair-trade wines. This has been taking place since March 2004.

All conferences that are catered for by EUSA, or The University of Edinburgh of Edinburgh under its commercial brand Edinburgh First [www.edinburghfirst.com](http://www.edinburghfirst.com), receive Fairtrade tea and coffee. This is the bulk of events taking place on university premises and in small/large meeting rooms.

This also covers soluble Café Direct coffee and sugar sticks and Tea Direct bags used in all bedrooms during vacation periods when University accommodation is let commercially.

We also use Fairtrade fruit and juices at breakfasts for our commercial lets in the summer months.

**Result:** Goal Maintained

**Comments and further appropriate actions:**

Well done – do keep up the pressure by serving tea and coffee with the FAIRTRADE Mark. It’s great to know that a range of Fairtrade wines are also available should customers wish to choose them. We’d be interested to find out how much this offer is taken up by customers? Are you aware that a fine selection of [Fairtrade Herbal and Speciality teas](http://www.fairtrade.org.uk) are also available should you wish to expand the range of teas available to your guests. For next year you could also consider expanding the range of Fairtrade certified products available for meetings and in management offices to include biscuits and snacks such as nuts.

Introducing explanation boards to spread awareness about the campaign is a great step forward for your campaign. If you have not already perhaps next consider handouts to meeting attendants to raise awareness even further. You can download [promotional material](http://www.fairtrade.org.uk) from the Fairtrade Foundation website for use. Great effort.
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.

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?

Date achieved:

Further details (Please give details of special events or promotions and attach copies of any relevant articles and images):

- EUSA main website featured a Fairtrade news link before and during Fairtrade Fortnight 2010. We invited press to events [http://www.eusa.ed.ac.uk/environment/fairtrade](http://www.eusa.ed.ac.uk/environment/fairtrade)
- 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.
- Web page and staff and student newsletter items appeared publicising the International Women’s Day lecture by Harriet Lamb, CBE and the First Scottish Universities and Colleges Fairtrade conference on 8 March 2010. Online booking service was provided for both events.
- 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.

**Director of Procurement shares views on Fairtrade Fortnight**

Our Director of Procurement, Karen Bowman, was asked for her personal views re Fairtrade Fortnight by WM magazine of the Church of Scotland.

You can read her interview here:

- [Church of Scotland WM magazine article](http://www.seag.estates.ed.ac.uk/docs/open/Paper4FairTradePolicyRevised.pdf)

**Internal** SEAG Paper 6  Meeting 3 February 2010

**Fairtrade Steering Group Report**


(Internal) Report from People and Planet Re: Fairtrade review 2009/2010

People and Planet society were involved in a number of Fairtrade (FT) activities throughout the year, 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.

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 2010**

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

To mark the Fairtrade Fortnight, building on the success of 2009, this fortnight also marked The University of Edinburgh’s 6th birthday, with the Programme shown below:

http://www.docs.csg.ed.ac.uk/Procurement/FairTrade/fairtradefortnightposter2010.pdf

**Fairtrade Fortnight Update and Events 22nd February- 7th March 2010**

Fairtrade Fortnight saw Edinburgh University celebrate its sixth 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 colleges subgroup and we have some sponsorship towards assisting others in carrying forwards the pledges made at the Conference itself.
What EUSA has been doing?
EUSA has moved forward significantly with regard to the Environment and sustainability and now lead the UK as the best Student Union in the country in this area. The following are some highlights from this year:
- Sound Impact 2010 winners (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.
- Developed a EUSA Environmental and Ethical Strategy which comprises their plan for the next decade 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’s interaction with the University is crucial as students have led the environmental cause and it is a key concern of EUSA’s 26,000 members who make up the majority is the University campus. The following people will be the contact within EUSA and everything relating to the representation on the Environment should flow through these individuals:

Sam Hansford , Vice President Services
- Sam will be the main contact within EUSA and has sabbatical responsibility for Environmental issues.
- He will sit on SEAG
- Sam will receive reports on FSG activity from the other EUSA elected reps.
- Sam will chair EUSAs internal Environmental and Ethical committee

Veronica Lopes Da Silva, Philippa Faulkner EUSA Elected Reps
- Veronica and Philippa will be the reps who sit on Fairtrade Steering Group
- They will report actions to Sam and feed into EUSAs own Environmental and Ethical committee.

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

Events:

Inaugural International Women’s Day 2011  8th March 2010 McEwen Hall, Teviot Place, Edinburgh from 17.30pm to 19.00pm
Chaired by journalist and broadcaster, Sheena McDonald

Inaugural International Woman’s Day Lecture
Harriet Lamb, CBE, Executive Director of Fairtrade Foundation
http://www.ed.ac.uk/news/events/fairtrade-220210

A reception was hosted by the Vice-Principal for the Inaugural Lecture with invitees from the City, Scottish and UK Parliament, local and national Fairtrade supporters from schools, faith groups and NGOs; student presidents and Fairtrade producers.

A venue was provided for the Scottish Fair Trade Forum Board to meet informally with Harriet Lamb to review progress on initiatives within Scotland over a light lunch.
The Conference included workshops run by staff and students from institutions that have gained Fair Trade status and attended by others who were interested in doing so.

Approximately 100 attendees registered which included Universities, Colleges, Businesses and Shops, on the day 76 arrived at the Conference and there was a great buzz of energy.

At the start of each of the workshops each attendee was asked to think about what they could do within their organisation to promote Fairtrade, they were given a banana shaped piece of paper which was named as "The Banana Pledge" all ideas were collated on the Pledge forms, see attached URL.

http://www.docs.csg.ed.ac.uk/Procurement/FairTrade/BananaPledges2010.pdf

- The event has been followed up with a reminder of Pledges for the World Fair Trade Day in May and more communications are being planned within the City subgroup and through other university/college networks to encourage working to a Fair Trade Nation.

Through volunteers at the Scottish Fair Trade Forum a variety of Local Suppliers were invited to set up stalls with Fair Trade products and goods where all the students had lunch.

Main Sponsor was Scotmid Co-operative and the event was supported by Edinburgh Napier University, Scottish Fair Trade Forum, EUSA and suppliers

Talks from:

Harriet Lamb CBE, Director of the Fairtrade Foundation
Betsy Reed, Director of the Scottish Fair Trade Forum
Palestinian Olive Oil Producer
Norman Chipakupaku from an NGO

http://www.ed.ac.uk/news/events/fairtrade-220210
Any other progress or achievements (e.g. Fairtrade teaching in courses, collaboration with other Fairtrade campaign groups, other creative campaigning):

**Result: Goal Maintained**

**Comments and further appropriate actions:**

Thank you for including details of the events and promotions held at the University to promote the Fairtrade campaign. It is good to see that your steering group has worked hard to organise events and promotions during the Fairtrade Fortnight and at other times during the year. It is evident from your comments and pictures that these events were well attended and have generated a great amount of interest on campus and within the local community.

It’s great to see you actively involving the People and Planet society to help with the organisation of the first ever Scottish Universities and Colleges FT conference – what an amazing thing to have done and a great initiative to encourage other institutions to integrate trade justice and concern for producers in their business practices!

Do continue working in collaboration with the P&P society to help mobilize the student community to get involved by organising more Fairtrade events. Its good to see that your steering group has organized talks by Harriet Lamb, Betsy Reed, Palestinian Olive Oil Producer and Norman Chipakupaku. Each of these individuals is involved in different stages of the Fairtrade Value Chain and are able to give useful insights on the Fairtrade movement.

Your student campaigns are brilliant. Do keep us up to date on any such campaigns as we can your shining examples to encourage other universities. We would also love to hear about how the approach to train companies has gone and how the ‘mentoring scheme’ with schools has gone.

You have successfully organised a wide range of informative and fun events throughout the year and we hope that your Freshers week this year is as lively and well attended as last year. Do follow up on the plan to ask students at The University of Edinburgh to visit schools to discuss the benefits and ethos of the Fairtrade Foundation- its a great step forward to expand your outreach activities.

You have a sound campaign strategy and your wide range of events have generated great interest and you have effectively used different campaign tools to promote the Fairtrade campaign. Remember to make full use of publications, university web pages, social networking sites and even the local newspaper to promote the Fairtrade campaign and raise awareness on campus and in the community. Keep us informed so that we can share your brilliant ideas with other Universities across the country. We look forward to hearing about the calendar in your next renewal. Great to know that you are working with Edinburgh Napier University to set up a city-wide universities and colleges subgroup have received sponsorship towards assisting others in carrying forward the pledges made at the Conference.
Goal 5: A Fairtrade Steering Group is established, with representatives from the student body, University/College staff and catering or procurement department.

How often has the group met over the past year? How have they maintained the work? Please include 2 sets of minutes and an up to date list of steering group members and contact details. Tick the e-news column to add group members to our mailing list.

<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>
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<tbody>
<tr>
<td>Karen Bowman</td>
<td>Director of Procurement</td>
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<td>(Convener)</td>
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<td>Daniel Abrahams</td>
<td>People &amp; Planet co-Convener</td>
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<td>Evelyn Bain</td>
<td>Procurement Manager</td>
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<td>John Blair-Fish</td>
<td>IT Unix Systems, Information Services</td>
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<td>Ruth Cape</td>
<td>People and Planet co-Convener</td>
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<td>Rachel Clough</td>
<td>(Secretary) Estates and Buildings</td>
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<td>Philippa Faulkner</td>
<td>Ethics and Environment officer (EUSA)</td>
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<td>Non Jones</td>
<td>Student</td>
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<td>Kristofer Keane</td>
<td>Ethics and Environment officer</td>
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<td>Ronnie Kerr</td>
<td>Press and PR Manager, Communication &amp; Marketing</td>
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<td>Angela Lewthwait</td>
<td>Estates and Buildings Office</td>
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### Any other progress or achievements:

- The joint staff-student Sustainability Issues and Fairtrade Group (renamed Fairtrade Steering Group**) met 5 times during the past 12 months under the convenership of the Director of Procurement (for the Vice Principal)*.  
  
- *people & planet* – student campaigning society – joined the group during 2005-2006 and continues to proactively assist the FSG group during 2009-2010.  
  
- 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 for next year.

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* 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.
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:**
Well done for forming what is clearly a proactive Steering Group composed of the range of relevant representatives. Thanks for sending in contact details and minutes which show your commitment to implement your Fairtrade initiatives. Do not forget to inform us of any changes to the steering group representation. Congratulations to you on successfully maintaining your Fairtrade status and keep up the good work! Remember to use the new renewal application form for your next renewal in two years time.

Signed

Name: Sarah Jewell, Swati Upadhyay
Position: Campaigns Manager, University Volunteer
Date: 11 August, 2010