

Joint Fair Trade Steering Group

Inaugural meeting – 11am on 29th April 2010-05-03

1. Meeting opened at 11.05. All attendee's were welcome to the group. Representatives from the University, Student's Association Staff, Student Societies and the Students Association Sustainability Committee were in attendance, as required by the university and students association policies.

Present: Duncan Smart (Chair, SDSoc, Sustainability Committee), Barbara Aitken (Environment Officer, Estates), Cath Dyce (Hospitality, RBS), Jane McConville (New Hall, RBS) Jillian Cowan (Students Association), Hannah Steenbergen (Transition Group and OneWorld Society), Alain Leger (Procurement)

2. Apologies were received from: Georgina Rannard (DOREP), Roddy Yarr (Estates), Emma Weir (ASO), Dave Whitton (Students Association General Manager), Charlie Swarbrick (Students Association Catering Manager)
3. DS outlined the rationale for the group and the history of fair trade support within St Andrews University. The group must meet at least twice per semester to fulfil the requirements of the University and Students Association Fairtrade Policy, although due to time constraints it was agreed that it would be unrealistic for this to happen this semester. The remit of the group is to implement and monitor the Fairtrade Policy of both the Students Association and University.
4. The Current Situation of Fairtrade within the University and Students Association. A general discussion took place in which the following points were raised:
 - 1) There is currently a lack of co-ordination between groups involved in Fair Trade promotion, but hopefully the creation of this steering group will remedy this.
 - 2) There is, or is perceived to be, difficulties in matching the fair trade promotion activities which take place in St Andrews to the Fairtrade status renewal criteria from the Fairtrade Foundation.
 - 3) BA stated that the last renewal took place in November 2009 and the next one is due in November 2010, although the application process does not take long. There is a need for increased activity within the next academic year in order to maintain our status.
 - 4) The Fairtrade section of the university website (from the environment team homepage) requires urgent updating.
 - 5) RBS reported difficulties in sourcing Fairtrade products, especially for catered halls. There are fewer difficulties with the RBS retail outlets and cost is less of an issue here. However, RBS said there is still progress able to be made within halls of residences.
 - 6) The Fairtrade clothing range, in particular the Fairtrade hoodies, sold by BESS have been a great success in 2009-2010, and represent the flagship product increase

required by the Fairtrade Foundation. Another such product will need to be found for the 2010-2011 status renewal application.

- 7) Several events were held during Fairtrade Fortnight 2010 to promote Fairtrade. The first week of the fortnight coincided with Green Week, which helped increase attendance at events. These included an ethical food evening event at New Hall, events at Macintosh hall and DRA, and promotion of the Big Swap campaign via twitter.

5. Looking to the future: objectives for 2010-2011

- 1) The Students Association is hosting a Garden Tea Party on Saturday 8th May (2-4pm) in the union garden to celebrate World Fair Trade Day. Catering is being organised via Charlie Swarbrick and publicity via Oli Walker. The event is being run by the Sustainable Development Society, TeaSoc and the Oxfam Society.
- 2) RBS report that the 2010 R&A Open is being branded as a Fairtrade Open.
- 3) There was agreement that more collaboration should take place between this group and the St Andrews Town Fairtrade Group. DS will contact the group to open up a dialogue and invite them to the next meeting of this steering group.
- 4) Fairtrade products will be included within the vending machines in the new Medical Sciences building.
- 5) New Hall will shortly be launching a FT Bag.
- 6) The Plastic Bag Free St Andrews campaign will be re-launching in Orientation Week 2010, and a new order of their Fairtrade bags has been placed by Estates.
- 7) There was consensus that the steering group, through its members, should organise events during Orientation Week 2010 to promote Fairtrade. Plans are already underway for a 1 day "Sustainability Festival" on Friday 24th September, so Fair Trade promotion events should preferably take place on this day. CD said that it would be possible to run an event/promotion using Fairtrade coffee in the Gateway cafe on this day. SDsoc, OneWorld Society and the Transition Group will all be running events for the sustainability festival and will organise fair trade events as part of this.
- 8) In order to assess next steps for Fairtrade procurement, promotion and retail it is necessary to carry out an audit of the Students Association and University ASAP to determine:
 - i. What is currently used/sold that is Fairtrade
 - ii. What is currently used/sold as non-Fairtrade which could be switched to Fairtrade
 - iii. What is not currently used/sold which could be procured as Fairtrade, and the cost implications of this
 - iv. Which new Fairtrade products would be easiest to use/procure/sell during 2010-2011
- 9) Both the University and Students Association Fairtrade policies will need reviewed by November 2010. The review will be carried out by this steering group (also the ASC for the Students Association policy).

6. Action Plan:

- 1.1) DS to prepare a blurb for BA regarding the event on May 8th, for inclusion in the Friday memo's on May 7th.
- 1.2) DS to track down the banner, somewhere within the union it is thought.
- 1.3) BA will arrange for the Fairtrade stands to be delivered to the union before May 8th
- 1.4) DS is co-ordinating the event on May 8th
- 1.5) IMPORTANT – Olly Walker will not be able to supply publicity to the Gateway to celebrate World Fair Trade Day.

- 2.1) DS to co-ordinate a fair trade audit of the Students Association by end of May 2010.
- 2.2) RBS, Estates, etc will co-ordinate a fair trade audit of the university by September 2010.
- 2.3) These audits will be passed to this group, and decisions taken regarding next year's action plan based on them.

- 3.1) Fair Trade promotion events will be held during Orientation Week 2010, with a focus on Friday 24th September to link in with the Sustainability Festival.

- 4.1) The deadline for our next status renewal application is November 2010, so work will need to be done early next term to collate evidence.

7. The next meeting of the joint fair trade Steering group will be held at 11am on Wednesday 15th September in the Estates Building Meeting Room.

8. No AOCB. Meeting closed at 11.56

