

Date: 28 February 2019
Time: 14.00 - 16.00
Venue: Zoom virtual meeting



MINUTES:

Sanitary Support Scheme Discussion Meeting 2

Attendees

| | | | |
|----------|-----------|-----|-----------------------------------|
| Tracey | Adamson | TA | University of Stirling (UoS) |
| Ann | Baxter | AB | New College Lanarkshire (NCL) |
| Patricia | Currie | PC | Glasgow Kelvin College (GKC) |
| Pauline | Donaldson | PD | Forth Valley College (FVC) |
| Paula | Etherson | PE | New College Lanarkshire (NCL) |
| Lisa | Hachemi | LH | Forth Valley College (FVC) |
| Tom | Holm | TH | Universities Scotland (US) |
| Sarah | Leitch | SL | Glasgow School of Art (GSA) |
| Louise | Levens | LL | APUC |
| Suzanne | Marshall | SM | College Development Network (CDN) |
| Chris | Osbeck | CO | University of Aberdeen (UoA) |
| Emma | Roberts | ER | Scottish Funding Council (SFC) |
| Julia | Simpson | JS | West Lothian College (WLC) |
| Arlene | Sweeney | AS | Glasgow Kelvin College (GKC) |
| John | Thorne | JT | Glasgow School of Art (GSA) |
| Doreen | Wales | DW | Ayrshire College (AC) |
| Rebecca | Petford | RP | EAUC |
| Lauren | La Rocca | LLR | EAUC |

Apologies

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| Andy | Anderson | APUC |
| Beth | Anderson | University of Edinburgh Union |
| Alice | Andrews | GSA Students Association |
| Lydia | Demaison | University of Stirling |
| Chris | McGeever | Royal Conservatoire of Scotland |
| Jamie | Pearson | Edinburgh Napier University |
| Alex | Sarkisian | GSA Students Association |
| Colin | Stebbing | University of Dundee |
| Bill | Somerville | Robert Gordon University |
| Linda | Taylor | North East Scotland College |
| James | Thomson | Ayrshire College |

Agenda Items

1. Welcome
2. Procurement
3. Reusable Products
4. System for Access
5. Process Management (ordering, storage, stock control, replenishment)
6. Waste
7. Language
8. Communications about the scheme
9. Promoting menstrual and wider wellbeing
10. Monitoring Progress and Reporting
11. Project Budget and Timeframes
12. AOB

| | SUMMARY OF DISCUSSIONS | ACTIONS |
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| 1 | <p>Welcome, Introductions & Guidelines of the Meeting</p> <p>RP opened the meeting and welcomed everyone.</p> <p>Aim of this meeting – Share knowledge and experience between the institutions in Scotland of how you are doing this best practice rather than highlight one best way of doing things</p> <p>Sli.do test run for all to ensure everyone was able to participate</p> | |
| 2 | <p>Procurement</p> <p>Sli.do Question 2: What products do you provide? <i>(5 respondents)</i></p> <ul style="list-style-type: none"> • Sanitary towels: 100% • Tampons: 100% • Menstrual cups: 60% • Reusable towels: 40% • Other: 0% <p>Sli.do Question 3: Do you provide – <i>(7 respondents)</i></p> <ul style="list-style-type: none"> • Products individually (packaged): 100% • Products individually (unpackaged): 57% • Small packets of products (up to 12): 57% • Large packets of products (12+): 29% <p>Sli.do Question 4: Who do you procure your products from? <i>(7 respondents)</i></p> <ul style="list-style-type: none"> • Bunzel • Hey Girls • Greencity Wholefoods • Instock • Asda • Not sure | |

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| | <p>RP – Based on the responses, can you go into detail regarding sourcing?</p> <ul style="list-style-type: none"> • JS – West Lothian College currently using Hey Girls, but also supplement with ASDA temporarily <ul style="list-style-type: none"> ○ Issue with Hey Girls visible branding as not suitable for transgender students ○ Hey Girls doesn't provide applicator tampons & difficult to find a supplier of bulk applicator tampons as predominantly supplied in small packs – rely on ASDA as short term solution ○ Wonders if anyone has encountered this issue with the packaging and suitability for transgender students <ul style="list-style-type: none"> ▪ RP – The other institutions state this hasn't been a problem, however something to note as a potential issue • CO – Aberdeen University used Greencity Wholefoods, who also provide mooncups at a competitive price <p>RP - Where do others source menstrual cups?</p> <ul style="list-style-type: none"> • JS – Mooncups are a particular brand, but WLC purchase menstrual cups provided by Hey Girls (at about £4 per cup) | |
| <p>3</p> | <p>Reusable products</p> <p>RP – Has anyone provided reusable pads or menstrual cups? How well are they being received?</p> <ul style="list-style-type: none"> • AB – NCL have not yet provided as focus groups of 300 students showed little interest at beginning and didn't show a demand. However recently ordered Mooncups and will be working with the campus environmental/conservation student group who will pilot and act as ambassadors • JS – menstrual cups and reusable pads received a positive response at WLC; JS meets face to face with the students to discuss reusable products to share benefits and dispel myths and students are happy to take especially due to highcost at stores <p>SL – Are there any hygiene issues raised for reusables?</p> <ul style="list-style-type: none"> • JS – no issue around hygiene regarding cups and the reusable pads (which come in packs of 5) are foldable and can be taken away and washed with no issue • RP – interesting point, previous conversations discussed having individual toilet cubicles with sinks available to enable cleaning of reusable products <p>RP – How are they made available? From whom?</p> <ul style="list-style-type: none"> • TA – Stocked in the Student Union at UoS and there has been a positive response to menstrual cups. Take student number every time student gets a cup – not a massive number of students taking them • LL – Scottish Government currently working a joint scheme with Zero Waste Scotland trying to promote reusable products focused on sustainability and cost benefits as well as investigating the best route for recycling and disposal of reusable products • TH – at the Scottish Government meeting, Scottish Government discussed reusable products including how to target use for most impact and different messages used for reusable products • PD – First focus group held at FVC with 8 students to trial reusable products and gain more insights. Used social media to request pilot volunteers | |

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| | <ul style="list-style-type: none"> • PC – Students aren't asking for reusable products at GKC <ul style="list-style-type: none"> ○ Possible education issue as students unsure or unfamiliar with options ○ Potential for a small focus group and trial | |
| <p>4</p> | <p>System for access</p> <p>Sli.do Question 5: Where are your products available? (<i>8 respondents</i>)</p> <ul style="list-style-type: none"> • Specific communicated toilet areas (both genders): 63% • Central accessible location (unstaffed): 63% • Central accessible location (staffed): 50% • All toilet areas: 13% • Other: 13% - New College Lanarkshire supply in changing facilities (including dental, sports, hospitality learning areas) due to student requests <p>Any products available out of hours – evening / holidays?</p> <ul style="list-style-type: none"> • PC – Glasgow Kelvin College supply in all genders and accessible toilets, outreach centres and available in evenings and at the weekend due to evening classes and Youth Access along with seminars on weekends • CO – University of Aberdeen plans to make products available via online store outwith term time • LH – Can request and collect prior to holidays at Forth Valley College • TA – Campus accommodation & available online for students to request and then we can mail it out to them (UoS). Some challenges include covering all methods and restocking internally, but overall worked well with positive response <p>RP – Any other technical solutions used for access? Such as swipe access for products or vending machines?</p> <ul style="list-style-type: none"> • DW – Vending machines (that are pre-paid) are stocked in Ayrshire College, however unsure if only in ladies toilets <ul style="list-style-type: none"> ○ JS – How often do external companies need to refill? ○ DW responds – we fill up internally, buy in bulk and replenish as and when needed <ul style="list-style-type: none"> ▪ JS responds – Similar to what we do at West Lothian College but knows that some also use external contractors to refill ○ RP – Does anyone else use vending points and stock as well? <ul style="list-style-type: none"> ▪ LH – Freevend at Forth Valley College also, however in the process of removing as this option is very expensive <p>RP – How are distance learners managed?</p> <ul style="list-style-type: none"> • AB/PE – NCL post supplies during holidays which is requested via email (not on website/webstore) • RP – the biggest test will be during summer holidays with prolonged building closures – not experienced that yet in the scheme • SM – To follow up from the Scottish Government working group meeting, UHI and Open University advertise grants for students to purchase products <ul style="list-style-type: none"> ○ There has been little update – UHI with 0 students & Open University with 37 students requesting grant (some confusion from overseas students about the purpose due to sanitary language) | |

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| | <ul style="list-style-type: none"> ○ Need to think about other places that students might access these products whether in the community or in access areas because obviously a barrier to applying for a grant to do that ● RP – Limited mention of period poverty at institutions and products available to everyone whereas perceived need if applying for a grant ● TA – Stirling Council has started putting products in libraries and public places with the goal of providing access to as many as possible. UoS are placing products in toilets across campus to cover as many areas as possible as it is difficult to know to level of stigma and how to better communicate / educate the audience. | |
| 5 | <p>Process Management (ordering, storage, stock control, replenishment)</p> <p>RP – What different partners work together or teams are involved? Who has responsibility for ordering? Stock control? Replenishment? (such as estates / cleaning staff / student services / student association...)</p> <ul style="list-style-type: none"> ● JS – West Lothian College has dedicated contractual hours in a job role to spend on the programme including promotion, ordering, advertising and restocking (7.52 hours/week) <ul style="list-style-type: none"> ○ Encourage students to take boxes it is only matter of replacing boxes rather than individual products ● AS – as the Learning Engagement Officer I manage all of the ordering, work with marketing team for promotion, and the cleaning contractors replenish at Glasgow Kelvin College ● AB/PE – New College Lanarkshire streamline as much as possible <ul style="list-style-type: none"> ○ Every toilet is checked daily by cleaners ○ Student advisors offer pick-up and take-away bags during holidays ○ Advertise via Facebook, Student Association Twitter, Learning Application ● LH – Ordering is done by the Forth Valley College Estates Department (by Pauline Donaldson), the cleaners replenish stock levels, and work with student association to get products promoted ● CO – Ordering and distribution is managed by the University of Aberdeen Estates Department via Students Union, Student Information Centre, Student Support and Residential areas <ul style="list-style-type: none"> ○ Big issue is storage – can't meet demand before new products are delivered due to limited storage space <ul style="list-style-type: none"> ▪ SL – Glasgow School of Art also find storage in small supply ▪ TA – not an issue for us (University of Stirling) <p>Sli.do Question 6: How has the number of products distributed different from your initial expectations? (7 respondents)</p> <ul style="list-style-type: none"> ● Options were - Many more products; more product; as expected; fewer products; much fewer products ● Fewer products: 100% <p>RP – What raised expectations?</p> <ul style="list-style-type: none"> ● DW – Ayrshire College Student Association worried students would take a lot of products or misuse them, but hasn't happened and working really well ● PC – Glasgow Kelvin College had same worries initially but also have a similar successful experience | |

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| | <ul style="list-style-type: none"> ○ at the beginning young learners that did misuse them but it stopped immediately after they were spoken to and hasn't happened since ● CO – University of Aberdeen feared that funding wouldn't be enough and would have to use existing budget ● SL – Glasgow School of Art has found a lot of wastage, with opening but not using the products ● TH – The Scottish Government reports that the demand is less than initially anticipated ● ER – Scottish Funding Council has found demand settled down as high intake initially, then lowering <ul style="list-style-type: none"> ○ JS – at West Lothian College as time has gone on and with increased promotion, there has been an increase in demand ○ RP – do most other agree with ER and demand higher as beginning with lowered demand now? ○ TA – University of Stirling order monthly, ordered a lot at start, and the products are still going but not as quickly with periods of the year influencing influx (new term time) ● PD – Forth Valley College find it difficult to predict demand as initially more nighttime towels being used, but recently tampon usage has increased <ul style="list-style-type: none"> ○ AS – Also found nighttime towels, rather than the winged or non-winged towels they also offer, being used more at Glasgow Kelvin College ○ LH – Potentially this is due to the increased expense of nighttime towels and getting less per pack | |
| <p>6</p> | <p>Waste</p> <p>RP – Any changes needed to sanitary waste systems due to the scheme? Biodegradable incinerated anyway?</p> <ul style="list-style-type: none"> ● Most noted that there hasn't been any changes ● JS – West Lothian College cleaners find less blockage in toilets because students no longer using toilet roll instead of sanitary products ● CO – University of Aberdeen has increased their waste uplift from fortnightly to weekly at their libraries, which are open longer hours ● PD – Forth Valley College still has the same level of service for hygiene bins being collected | |
| <p>7</p> | <p>Language</p> <p>RP – Anyone like to highlight how they communicate the scheme and why? Sanitary versus other options?</p> <ul style="list-style-type: none"> ● ER – SFC heard from Open University that there was an issue with male international students confused about the 'sanitary' grant scheme as ESL students with a broader understanding/use of the word sanitary (versus menstruation) <ul style="list-style-type: none"> ○ Probably less of an issue where the products are operated under a more visual scheme (rather than an online grant system) <p>RP – We previously had a discussion about the terminology and use of menstrual versus sanitary, what language are you using?</p> | |

- JS – Use 'menstruating' and 'periods' more than the word 'sanitary' at WLC
- CO – University of Aberdeen's Students Association promote the scheme as they can get away with marketing and promotion with regards to different language and themes that the university could be questioned on

8 Communications about the scheme

Sli.do Question 7: How do students know about the scheme (select all that apply)? (7 respondents)

- Posters in toilets: 100%
- Posters in institution: 86%
- Social media posts by institution: 71%
- Posters in students association: 43%
- Provided in induction information: 29%
- Email from institution: 14%
- Email from students association: 14%
- Flyers: 14%
- Through course leaders: 0%
- Other: 43%
 - Including: Freshers fairs, pop-up stands in student areas, displays, and event promotion for example a Mooncup Christmas Tree Display at the University of Aberdeen Student Association and West Lothian College (pictured)



RP – What are you doing to promote the scheme – any events or use of promotional materials? Do you feel that you promoted it well?

- LH / PD – Forth Valley College has a new focus group to get student feedback on promotion and products
- SM – Edinburgh Napier University is hosting the [Bloody Big Brunch](#) event in partnership with Hey Girls to promote sanitary products scheme
 - RP adds – In addition to the Bloody Big Brunch, Edinburgh Napier has students doing a project around expanding the products scheme and how it is best delivered, including product design of stations where products are available and an international exchange programme to see how period poverty differs globally, all of which inform the scheme
- TA – the University of Stirling marketing team handles all promotions working with the guidelines from Scottish Government
- SL – Glasgow School of Art will do a survey to get more student views
- LH – Forth Valley College has a student group that are making their own reusable towels

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| | <ul style="list-style-type: none"> ER – Orkney College UHI started involving students and integrating into class courses such as students sourcing ethical baskets, designing promotional information designing new shelves to store the products <p>RP – Are you using the Young Scot promotional materials or do you do your posters in-house?</p> <ul style="list-style-type: none"> Glasgow School of Art – Design competition Ayrshire College – In house designs Forth Valley College – Used Young Scot materials and our own Glasgow Kelvin College – Young Scot poster and received feedback from students that they like the bright, vibrant posters and due to location in toilets they are aware of the scheme New College Lanarkshire – Both in-house and one produced by Young Scot | |
| <p>9</p> | <p>Promoting menstrual and wider wellbeing</p> <p>Great to share examples of anyone doing interesting work here, linking menstrual health into wider wellbeing work or doing more to promote menstrual health and awareness. Any examples?</p> <ul style="list-style-type: none"> SM – Potential worry with loose products students not receiving information on Toxic Shock Syndrome as the information pamphlets aren't included with the products. There was a discussion with the Scottish Government working group meeting whether information should be available for student awareness and so universities can cover themselves <p>RP – Would you be interested in a webinar or virtual meeting where we invite institutions to share presentations on interesting projects, promotions or events, related to the scheme – such as the Bloody Big Brunch, student research / design projects or the Mooncup tree?</p> <ul style="list-style-type: none"> General positive interest PC – This could tie into poverty awareness month in April | <p>EAUC to organise webinar or event to highlight projects</p> <p>ER & RP to touch base regarding other potential projects to highlight</p> |
| <p>10</p> | <p>Monitoring progress and reporting</p> <p>RP – How was the monitoring and reporting process? Did you have all the numbers? Anything challenging?</p> <ul style="list-style-type: none"> JS – It would be useful to have formats in advance of scheme starting as had to alter reporting structure <ul style="list-style-type: none"> ER – Agrees that is good feedback and can let know in advance CO – Students numbers can be difficult as there are enrolled, temporary, suspended, abroad and distance learners AB/EP – Monitoring was fine, but sending questions also as a word document would have been easier as it was hard to go back and update sections <p>RP – Any feedback from students? Have you done any internal surveys?</p> <ul style="list-style-type: none"> SL – Not much feedback at Glasgow School of Art but no news is good news! AB/EP – Surveying learners as part of end of year survey and had about 300 learners as part of the focus group at New College Lanarkshire AS – Spoke to about 200 students and focus groups, including the discussion of period poverty, and female students are delighted with the scheme at Glasgow Kelvin College | <p>SM to request to share planned</p> |

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| | <ul style="list-style-type: none"> • TH – Scottish Government to issue a survey to students via Young Scot on the programme which will be promoted by Young Scot, and encourage the institutions to promote themselves as well, initially planned for summer but others suggested this may not best the best time due to summer holidays • SM – Able to preview the survey questions at the working group meeting and it was asked if we could share with our networks, and the Scottish Government confirmed they were <ul style="list-style-type: none"> ○ Can send to RP and then circulate with notes so participants can review and provide feedback, which EAUC can collate and then pass on to Scottish Government | <p>Scottish Government programme survey to distribute to group</p> <p>EAUC to collate any feedback for Steering Group</p> |
| <p>11</p> | <p>Project budget and timeframes</p> <p>RP – Any news on future funding?</p> <ul style="list-style-type: none"> • SM – Funding will be available 2019/20 with same allowance <ul style="list-style-type: none"> ○ Significant changes won't occur until 2021 – will be based on monitoring and evaluation ○ Potential that with a continued lower than expected demand of products this may reduce future funding budgets <ul style="list-style-type: none"> ▪ TA – Thank you for the information and it is good to know as it is difficult to plan for future with the uncertainty of when it would end • PD – The start of each new term will give a different picture as students change and as students go through school with the expectation that these products will be there and can rely on it | |
| <p>12</p> | <p>Further Discussions and Questions</p> <p>Any questions you would like to ask the rest of the group? None</p> <p>Any matters to raise with SFC / SG? None</p> <p>Thank you for joining us and for sharing your experiences.</p> | |

Minutes prepared by:
Lauren La Rocca
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