



Fairtrade Working Group 2019-22 Progress Report (November 2021)

This report outlines progress on specific actions undertaken by the University & Student' Association towards the Fairtrade Award. Further details of the Fairtrade Award can be found at: <https://www.fairtrade.org.uk/get-involved/universities-and-colleges/>

This document will be regularly updated until submission of the University & Students' Association application in early 2022.

For further details of the University's work to improve our supply chain, visit <https://www.ed.ac.uk/sustainability/what-we-do/supply-chains/initiatives/fair-trade> or email: sion.pickering@ed.ac.uk (Sustainable Business & Fairtrade Programme Manager, SRS)

Theme	Action	Award Criterion	To be completed by	Responsibility	Status
Mandatory Criteria	Continue to meet regularly as a group to review our progress	MN001	Ongoing	All (SRS lead)	Completed (ongoing)
	Create and update action plan, publish this on the website	MN002	Ongoing	SRS	Completed (ongoing)
	Complete a planned update of the University's Fair Trade Policy	MN003 (LD002)	Dec 2020	SRS	Completed (Oct 2020)
	Published a public commitment of intent to support and champion Fairtrade, signed by senior colleagues	MN003	Feb 2022	Students' Association	In Progress
	Run events & promote Fairtrade Fortnight (2019 / 2020 / 2021)	MN004	Feb 2021	All (SRS lead)	Completed (Feb 2021)
	Run a student-focused campaign to encourage ethical consumption practices during Covid19. This will incorporate messages about supporting local fair trade businesses and buying fairly trade products.	MN005	Feb 2022	Students' Association	In Progress
	ACE catering to review stock lists to ensure Fairtrade products listed where possible	MN006 MN007 (PL002)	Feb 2022	ACE	Completed (Nov 2021)
	ACE catering, Gift Shop, Students' Association to stock Fairtrade certified products and working to increase the number of lines compared to 2019-20	MN006	Feb 2022	Gift Shop ACE Students' Association	Completed (Nov 2021)
	ACE catering & Students' Association to stock at least one Fairtrade certified line from at least two of the following categories - wine or beer, savoury snacks / nuts, soft drinks, fruit, face masks	MN007	Feb 2022	ACE Students' Association	Completed (Nov 2021)



	Create engaging display materials for Students Association, ACE-operated catering outlets and the University Gift Shop that highlight Fairtrade products on sale	MN008	Feb 2022	SRS Gift Shop ACE Students' Association	Completed (Nov 2021)
	Provide opportunities for students to investigate Fairtrade, trade justice or ethical consumption issues within their course work or dissertations, via a Living Labs approach	MN010	Jul 2021	SRS	Completed (July 2021)
	Report on progress made against this action plan at the end of the 2020-21 academic year	MN011	Feb 2022	SRS	Completed (Oct 2021)

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Leadership & Strategy	The Students' Association will pass an active policy which supports Fairtrade	LD001	Feb 2022	Students' Association	In Progress
	The university has one active policy which supports Fairtrade passed within the last three years, and has published it	LD002	July 2021	SRS	Completed (Oct 2020)
	Review strategic University documents for opportunities to further integrate fair trade into overarching strategies and policies, and share recommendations with senior managers	LD003	Dec 2020	SRS	Completed (Nov 2020)
	Students Association to add Fairtrade / fair trade to internal student group/society purchasing policies, award and funding applications	LD004	Feb 2022	Students' Association	In Progress
	Active leadership on Fairtrade, trade justice and ethical consumption issues provided by senior members of staff or sabbatical officers in the union and institution	LD005	Feb 2022	Students' Association SRS	In Progress



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Campaigning and influencing	Review our Introduction to Sustainability course to ensure that fair trade messages are prominent.	CI001	Jul 2021	SRS	Completed (July 2021)
	Assess opportunities to include fair trade in standard University induction procedures via the new People and Money system	CI001	Feb 2022	SRS	Paused
	ACE to support implementation of the Planetary Menu project in Sept 2021. Within this there is a week focused on Fairtrade and Ethical eating.	CI002	Oct 2021	ACE SRS	Completed (Oct 2021)
	SRS to establish feasibility of linking in Planetary Menu project with Edinburgh Fairtrade City group	CI002	Oct 2021	SRS	Completed (Oct 2021)
	Continue to be an active member of the Edinburgh Fair Trade City Group	CI004	Ongoing	SRS	Completed (Ongoing)
	Ensure the SRS website continues to include Fairtrade, and these pages are updated accordingly.	CI007	July 2021	SRS	Completed (July 2021)
	Gift shop website updated to include Fairtrade search function and clearer differentiation of Fairtrade produce through use of Fairtrade Logo on appropriate items	CI007	October 2021	Gift Shop	Completed (Sept 2021)
	Take part in Fairtrade Fortnight 2019 / 2020 / 2021 & promote and communicate about the benefits of fair trade to our audience online, on social media and in our newsletter throughout the year.	CI008 (MN004)	Jul 2021	SRS	Completed (March 2021)
	Present on University's affiliation to Electronic Watch to EAUC	CL009	March 2020	Procurement	Completed (March 2020)
	Ensure the SRS Department's 2020 Welcome Week communications and events highlight fair trade and why it matters	CI010	Oct 2020	SRS	Completed (Oct 2020)
Ensure the SRS Department's 2021 Welcome Week communications and events highlight fair trade and why it matters	CI010	Oct 2021	SRS	Completed (Oct 2021)	



	Review the SRS Department's & Students' Association sustainable events guidance to ensure there are clear expectations regarding use of fair trade products	CI011	Nov 2021	Student Association SRS	In progress
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Procurement, retail and catering	Promote the purchase of fair trade tea and coffee in staff kitchens & when staff are returning to the offices	PL001	Nov 2021	SRS	Completed (Nov 2021)
	ACE and Students' Association offer Fairtrade certified products as standard in all the following categories (where stocked): Fruit, Juice, Tea, Coffee, Sugar, Chocolate, Wine	PL002	Feb 2022	ACE Students' Association	Completed (Nov 2021) (not on wine)
	ACE & Students' Association to gather and provide Fairtrade sales data for 2019/20 & 2020/21 to Fairtrade Foundation	PL003	Nov 2021	ACE Gift Shop Students' Association	Completed (Nov 2021)
	SRS to confirm with Procurement whether Fairtrade is noted in relevant terms of tender	PL004	Nov 2021	SRS Procurement	Paused
	Fairtrade is served as standard in hospitality (e.g. conferences, vacation hotel rooms etc.) across all products which have a Fairtrade option available (tea, coffee, sugar)	PL006	July 2021	ACE	Completed (July 2021)
	The University will engage with a relevant purchasing consortium, an existing supplier, or an external brand / retailer.	PL007	NA	Procurement	Paused
	Sales promotions run on Fairtrade certified products periodically throughout the year (across relevant retail outlets).	PL010	July 2021	ACE Gift Shop Students' Association	Completed (July 2021)
	Increase in the number of Fairtrade certified lines bought for sale in campus commercial outlets over the last two years.	PL011	Feb 2022	ACE Gift Shop Students' Association	Completed (Nov 2021)



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Research & Curriculum	Promote the Global Goals Teach-In to course organisers	RC001	March 2021	SRS	Not complete. To be complete in Feb 2022
	Support Student Agents of Change programme (SACHA) to complete projects on Fairtrade	RC003	July 2021	SRS	Completed (July 2021)
	Support student dissertations on relevant Fairtrade, trade justice or ethical consumption issues.	RC003	July 2021	SRS	Completed (July 2021)
	Complete a planned audit of social responsibility and sustainability topics in the Business School and School of Geosciences curriculum (including themes related to fair trade, trade justice or ethical consumption)	RC005	Jul 2021	SRS	Completed (July 2021)

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Outcomes	Collate evidence of positive outcomes for students through its Fairtrade work.	OT001	Nov 2021	SRS	In progress
	Collate evidence of positive outcomes for the "students' union" through its Fairtrade work.	OT002	Nov 2021	Students Association	TBC
	Collate evidence of positive outcomes for "the institution" through its Fairtrade work.	OT003	Nov 2021	SRS	In progress
	Collate evidence of positive outcomes for the "wider community" through its Fairtrade work.	OT004	Nov 2021	SRS	In progress

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Innovative interventions	Move to buying Fairtrade Certified sports balls when our current supply of balls runs out	II001	Nov 2021	Sport and Exercise SRS	Paused