



Fairtrade Working Group 2022-24 Progress Report (December 2023)

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 2024.

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)

RAG Status	
To be actioned – Additional action is required to complete within set timescale	In progress – action is being taken and on track to complete in timescale (also to include ongoing actions which requires little or no additional resource)
Completed – Action complete. No further action required.	Not yet started – timescale for action to initiate has yet to be reached. Estimated start date included in this cell.

Mandatory Criteria				
Action	Award Criterion	To be completed by	Responsibility	RAG Status
Continue to meet regularly as a group to review our progress to early 2024	MN001	Ongoing	All (SRS lead)	In Progress
Students' Association Fairtrade group to continue meeting throughout the period to early 2024	MN001	Ongoing	Students' Association	In Progress
Create and update action plan, publish this on the website regularly up to early 2024	MN002	Ongoing	SRS	In Progress
Complete a planned update of the University's Fair Trade Policy	MN003 (LD002)	Nov 2023	SRS	In Progress
Make public commitment by senior leaders to support and champion Fairtrade clearer on website	MN003	Ongoing	Students' Association SRS	In Progress
Run events & promote Fairtrade Fortnight (February 2022 & February 2023)	MN004	Feb 2024	All – ACE & Students' Association to lead	Complete
Run a student-focused campaign to encourage ethical consumption. E.g. incorporating messages about supporting local fair trade businesses and buying fair trade products.	MN005	Sept 2023	Students' Association	Completed



Review stock lists to ensure Fairtrade / ethically certified products are listed where available	MN006 MN007 (PL002)	Feb 2024	ACE Visitor centre Students' Association	Not yet started Estimated start: July 2023(ACE) EUSA evidence in file
Stock Fairtrade / ethically certified products and working to increase the number of lines compared to 2021-22	MN006	Feb 2024	ACE Visitor centre Students' Association	Not yet started Estimated start: July 2023 (ACE) EUSA evidence in file
Stock at least one Fairtrade / ethically certified line from at least two of the following categories - wine or beer, savoury snacks / nuts, soft drinks, fruit	MN007	Feb 2024	ACE Students' Association	Not yet started Estimated start: July 2023 (ACE) EUSA evidence in file
Create engaging display materials for use across relevant outlets that highlight Fairtrade / ethical certified products on sale	MN008	Feb 2024	SRS Gift Shop ACE Students' Association	Not yet started Estimated start: Jan 2024 (SRS) EUSA evidence in file
Undertake scoping activity of Fairtrade across the University community, use outcomes to inform projects, and publish findings	MN009	May 2023	SRS Student's Association	Complete
Develop student projects for CSSD and LLM with a focus on Fairtrade, trade justice or ethical consumption issues within their course work or dissertations. Utilising a Living Labs approach.	MN010	Feb 2023	SRS	Completed
Report on progress made against this action plan at the end of this academic year	MN011	Sept 2023	SRS	Not yet started Estimated start: Aug 2023

Leadership & Strategy

Action	Award Criterion	To be completed by	Responsibility	Status
The Students' Association will pass an active policy which supports Fairtrade	LD001	Complete	Students' Association	Completed. Evidence in file
The university has one active policy which supports Fairtrade passed within the last three years, and has published it	LD002	Nov 2023	SRS	In Progress



Analyse the inclusion of Fairtrade, trade justice and ethical consumption within other cross-cutting institutional and union plans and made suggestions to the relevant stakeholders of how it could be integrated. New sustainability committees within the Students' association may include this work	LD003	TBC	Students' Association	In Progress
Students Association to add Fairtrade / fair trade to internal student group/society purchasing policies, award and funding applications	LD004	TBC	Students' Association	In Progress
Students' Association to approach the Sports Union / Player Layer for details of any existing accreditation / possible accreditation of their clothing	LD004	Oct 2023	Students' Association	Completed
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 2024	Students' Association SRS ACE	In Progress

Campaigning and influencing				
Action	Award Criterion	To be completed by	Responsibility	Status
Ensure that Fairtrade and ethical consumption are included in updated SRS – led courses (e.g. Introduction to Sustainability, sustainability framework).	CI001	Spring 2023	SRS	Complete
Assess opportunities to include fair trade in standard University induction procedures via the new People and Money system	CI001	TBC	SRS	Not yet started Estimated start: TBC if to be actioned
TBC	CI002	Paused	Students' Association	Paused for 2022-24
Partner with a local school on one Fairtrade / ethical consumption project. Possibly linking with Widening Participation	CI003	Paused	SRS ACE Students' Association	Paused for 2022-24
SRS continue to be an active member of the Edinburgh Fair Trade City Group	CI004	Ongoing to Feb 2024	SRS	In progress (ongoing)



Facilitate the creation of a local off-campus or school Fairtrade group, where one doesn't already exist. Action to be decided based on CI003 above	CI005	Paused	SRS ACE Students' Association	Paused for 2022-24
Collaborate with another aspiring Fairtrade University or College in achieving Fairtrade status and can demonstrate how their involvement has enabled the attainment of the award.	CI006	Paused	SRS	Paused for 2022-24
Ensure the University & Students' Association websites continue to include Fairtrade, and these pages are updated accordingly.	CI007	Feb 2024	SRS Students' Association	Not yet started Estimated start:
Take part in Fairtrade Fortnight 2023 / 2024 & 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)	Feb 2024	SRS Students' Association ACE Visitor Centre	Completed
Presenting / sharing of best practice if specific activity is available	CI009	Feb 2024	SRS	Not yet started Estimated start: September 2023
Examine how best to incorporate Fairtrade and Ethical consumption into 2023 Welcome Week	CI010	September 2023	SRS Students' Association	In Progress
Review the SRS Department's & Students' Association sustainable events guidance to ensure there are clear expectations regarding use of fair trade products	CI011	Feb 2024	Student Association SRS	In Progress
Establish links to the Edinburgh Students' Charities Appeal (ESCA) to determine how they can include Fairtrade – either as chosen charity or stand-alone event in FT14 2024	CI012	TBC	Students' Association	In Progress

Procurement, retail and catering

Action	Award Criterion	To be completed by	Responsibility	Status
Promote the purchase of fair trade tea and coffee in staff kitchens through the Sustainability Framework	PL001	Feb 2024	SRS	In Progress



Offer Fairtrade certified products as standard in all the following categories (where stocked): Fruit, Juice, Tea, Coffee, Sugar, Chocolate, Wine	PL002	Feb 2024	ACE Students' Association	EUSA Complete
Gather and provide Fairtrade sales data for 2021/22 & 2022/23 to Fairtrade Foundation	PL003	Nov 2023	ACE Visitor centre Students' Association	In Progress
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	Feb 2024	ACE	In Progress
Students' Association to engage with existing suppliers to establish Fairtrade or other ethical accreditations	PL007	TBC	Students' Association	Not yet started Estimated start:
In the last two years, the partnership has increased the proportion of staff uniforms made from Fairtrade certified / alternative ethical accreditation	PL008	TBC	Students' Association ACE SRS (to discuss with Estates)	Not yet started Estimated start: EUSA: we won't be able to contribute to this action
Sales promotions run on Fairtrade certified products periodically throughout the year (across relevant retail outlets).	PL010	TBC	ACE Gift Shop Students' Association	In Progress
Increase in the number of Fairtrade certified lines bought for sale in campus commercial outlets between Feb 2022 and Feb 2024.	PL011	Feb 2024	ACE Gift Shop Students' Association	In Progress

Research & Curriculum				
Action	Award Criterion	To be completed by	Responsibility	Status
Promote the Global Goals Teach-In to course organisers taking place in March 2023 & March 2024	RC001	March 2024	SRS	Paused
Carry out a relevant follow-up research/scoping exercise amongst a broad range of its students and staff to inform its Fairtrade work, and has made the findings publicly available.	RC002	March 2024	SRS	Completed
Depending on outcome of MN009				
Put forward relevant projects to CSSD and LLM Students focused on Fairtrade & ethical consumption	RC003	Dec 2022	SRS	Completed
Peer-review another FTUC partnership, potentially utilising the Fairtrade Award network.	RC004	TBC	SRS	Not yet started Estimated start:



Complete a own piece of research into Fairtrade, trade justice or ethical consumption issues and plans to make the findings public and utilise for future activities. Dependant on RC002 & RC003 above	RC006	TBC	SRS	Not yet started Estimated start:
Encourage at least one member of teaching staff to join the Fairtrade Directory of Supporting Academics. Dependant on RC001 above	RC007	TBC	SRS	Not yet started Estimated start: Unknown

Outcomes				
Action	Award Criterion	To be completed by	Responsibility	Status
Collate evidence of positive outcomes for students through its Fairtrade work.	OT001	Nov 2021	All	Not yet started Estimated start: Feb 2023
Collate evidence of positive outcomes for the "students' union" through its Fairtrade work.	OT002	Nov 2021	Students Association	Not yet started Estimated start: Feb 2023
Collate evidence of positive outcomes for "the institution" through its Fairtrade work.	OT003	Nov 2021	SRS ACE Visitor Centre	Not yet started Estimated start: Feb 2023
Collate evidence of positive outcomes for the "wider community" through its Fairtrade work. Links to CI003 & CI005 also	OT004	Nov 2021	SRS ACE	Not yet started Estimated start: Feb 2023

Innovative interventions				
Action	Award Criterion	To be completed by	Responsibility	Status