

UCL Fairtrade Action Plan 2019-2021

Objective	Ref	Action	When	Progress / RAG	Responsibility
Mandatory	MN001	To ensure UCL Sustainable Food Working Group meet termly	2020	Food working group ToR have been created First Meeting June 2019	Alex Jones
	MN002	To maintain Action Plan	2021	Draft	Alex Jones
	MN002	To publish Action Plan	2020	Uploaded to website	Alex Jones
	MN003	To update and communicate Fairtrade policy	2020	Updated Policy drafted, not published	Alex Jones
	MN004	To coordinate a range of activities throughout Fairtrade fortnight.	2020	Planning	Sustainable Food Working Group
	MN005	To conduct campaigns on Fairtrade, trade justice or ethical consumption, run in partnership with students	2020	Hannah Biggs leading fast fashion campaign	Sustainable Food Working Group
	MN006	To ensure any retail or catering outlet stock Fairtrade certified products, and are working to increase number of items sold year on year: <ul style="list-style-type: none"> • Tea • Coffee • Sugar • Hot chocolate and cocoa • Chocolate, confectionary or snacks • Cotton clothing 	2020	Require data	Ian Wright Caterers Union

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	MN06	UCL shop stocks Organic and Fairtrade Sugar. Plan to replace with only Fairtrade	2021	To implement when shop lines are reviewed	Ian Wright
	MN06	UCL has a new outlet by redemption roasters. To confirm if coffee used is Fairtrade or not	2020	To review	Alex Jones Caterers
	MN007	To ensure outlets stock Fairtrade certified product line: <ul style="list-style-type: none"> • Soft drinks • Wine or Beer • Health & Beauty • Savoury snacks & Nuts • Cut flowers • Fruit 		Require data	Caterers
	MN008	To have Fairtrade point of sale material in all outlets		Have been distributed	Alex Jones
	MN009	To collect feedback from students and staff to inform Fairtrade work.		created survey and QR code poster an responses collected	Alex Jones
		Analyse survey responses	2021	Not started	
	MN010	To provide and publicise opportunities for students to investigate, trade justice or ethical consumption issues on or off-	2020	Opportunities are being posted on website.	Alex Jones

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		campus within their course work or dissertations.			
	MN0011	To publish annual progress report	2020	On webpage	Alex Jones
Leadership and Strategy	LD001	To maintain Healthy and Sustainable Food policy	2020	Annually updated	Alex Jones
	LD004	Implement requirement for societies/ groups to use	2021	Not started	Alex Jones Union
Campaigning and Influencing	CL001	Fairtrade and ethical consumption in mandatory staff induction training	2021	Not started	Alex Jones
	CL001	Fairtrade and ethical consumption in student induction presentations	2021	Not started	Alex Jones
	CL003	To work with a local UCL Academy on Fairtrade	2021	Not Started	Alex Jones
	CL006	Be an active member of the University Fairtrade Networking Group and share best practice.	2020	UCL is part of network and share emails	Alex Jones
	CL007	To keep Sustainable UCL webpages up to date and relevant with Fairtrade information	2020	Webpages reviewed and updated	Hannah Biggs
	CL009	Sodexo to share their UCL Fairtrade Promotions across their group	2020	Email was sent	Caterers
	CL011	To ensure Fairtrade and ethical considerations are embedded in merchandise and print tenders	2020	Done	Alex Jones
Procurement, Retail and Catering	PL001	Ensure Fairtrade is in Green Impact	2020	Done	Hannah Biggs
	PL003	Capture sales data of Fairtrade Products for last 2 years	2021	Not Done	Alex Jones
	PL002	To introduce more options of Fairtrade products within hospitality, such as fruit juice and biscuits	2021	Not Done	Alex Jones

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	PL004	Identify opportunities to add Fairtrade to tenders	2020	Done for UCL catering tender and graduation tender.	Alex Jones
	PL007	To introduce at least 2 more options of Fairtrade wine for hospitality which price is competitive wise	2021	Not done	Alex Jones
	PL007	To introduce and promote the purchase of Fairtrade clothes such as staff uniforms and hoodies.	2020	UCL Shop stocks Fairtrade clothing	Alex Jones
	PL007	To develop an inventory of Fairtrade Products	2021	Not started	Alex Jones
	PL007	Conduct sales promotions on Fairtrade certified products	2020	Coffee and Fairtrade banana loaf in Sodexo outlets	Caterers
	PL008	Sodexo uniform to be Fairtrade	2020	Caterer's new uniform is Fairtrade.	Caterers
	PL009	Merchandise tender to include Fairtrade t-shirts for promo events	2020	Tender is ongoing	Alex Jones
Research and Curriculum	RC002	Research into Fairtrade, trade justice or ethical consumption issues and plans to make the findings public and utilise for future activities.	2021	Not started	Alex Jones
Outcomes	OT001	Identify positive outcomes for students through its Fairtrade work.	2021	Not started	Alex Jones

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