

**UCL Fairtrade Action Plan 2022 – 24: (To be reviewed termly in the Sustainable Food working group meetings)**

<b>Objective</b>	<b>Ref</b>	<b>Action</b>	<b>When</b>	<b>Progress / RAG</b>	<b>Responsibility</b>
<b>Mandatory</b>	MN001	Restart working group and meet termly	2022	Food working group ToR have been created but meetings paused during staff changes and pandemic  First 2022 meeting planned for April	Sustainable UCL
	MN002	Create and maintain Action Plan	2022	Completed	Sustainable UCL
	MN003	To update and communicate Fairtrade policy	2022	Needs to be signed by Union & UCL	Sustainable UCL
	MN004	To coordinate a range of activities throughout Fairtrade fortnight.	2022-24	Completed in 2021 & 2022	Sustainable Food Working Group
	MN005	To conduct campaigns on Fairtrade, trade justice or ethical consumption, run in partnership with students	2022	International Woman's Day - coffee	CH&CO
	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"> <li>• Tea</li> <li>• Coffee</li> <li>• Sugar</li> <li>• Hot chocolate and cocoa</li> <li>• Chocolate, confectionary or snacks</li> <li>• Cotton clothing</li> </ul>	2022	Cotton clothing SU  CH&CO KPI	UCL Union CH&CO

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	MN007	To ensure outlets stock at least one Fairtrade certified product line: <ul style="list-style-type: none"> <li>• Soft drinks</li> <li>• Wine or Beer</li> <li>• Health &amp; Beauty</li> <li>• Savoury snacks &amp; Nuts</li> <li>• Cut flowers</li> <li>• Fruit</li> </ul>	2022	Require data	UCL Union CH&CO
	MN007	Single-use plastic is a risk factor when considering our plastic commitments – some food items have no alternative	2022		Sustainable UCL
	MN008	To have Fairtrade point of sale material in all outlets		Have been distributed	CH&CO UCL Union
	MN009	To collect feedback from students and staff to inform Fairtrade work.	2022	created survey on Instagram with a view to a wider survey during the year	CH&CO UCL Union
	MN009	Arrange a new survey	2022	Not started	Sustainable UCL
	MN010	Prove and publicise opportunities for students to investigate Fairtrade, trade justice or ethical consumption issues on or off-campus within their course work or dissertations	2022	Opportunities are being posted on website.  Xinyi & Peilin are working on a research project  Incorporate this within the work of the Loop Ambassadors	Sustainable UCL CH&CO UCL Union
	MN0011	To publish annual progress report	2022	Fairtrade to be mentioned in our Sustainable UCL Annual Report	Sustainable UCL

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<b>Leadership and Strategy</b>	LD001 & LD002	The union has one or more active policies which support Fairtrade	2022	Annually updated & to be signed by UCL & Union	Sustainable UCL UCL Union
	LD003	Incorporate Fairtrade in procurement plans / sustainability plans / marketing plans	2022	CH&CO contract for 2021, need a new target for 2023-24	Sustainable UCL
	LD004	Is it feasible for all student societies/groups to use Fairtrade-certified cotton? Can we make this standard?	2022	Not started	UCL Union
	LD005	Active leadership on Fairtrade, trade justice and ethical consumption from one or more senior members of staff or sabbatical officers in the union and institution	2022	Find out what this includes? May already be covered with JS. And Sustainable UCL?	UCL Union Sustainable UCL
<b>Campaigning and Influencing</b>	CI001	Fairtrade and ethical consumption in mandatory staff induction training	2022	Sustainable procurement principles in current induction – it's being reviewed in 2022 and including more on modern day slavery	Sustainable UCL
	CI001	Investigate other induction opportunities to spread the word on Fairtrade and what actions students and staff can do	2022	With a view to implementing a Fairtrade message at the start of the 2022/23 academic year	Sustainable UCL
	CI002	Work with a student group to campaign on Fairtrade, ethical consumption, or trade justice	2022-23	Longer term consideration	Sustainable UCL
	CI003	To work with a local UCL Academy on Fairtrade	2022	Not Started	Sustainable UCL
	CI004	Partner with a local off-campus Fairtrade group and worked together on one project or campaign	2022-23	Longer term consideration	Sustainable UCL UCL Union

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	CI005	Facilitate the creation of a local off-campus or school Fairtrade group, where one doesn't already exist (CL003?)	2022-23	Longer term consideration	Sustainable UCL UCL Union
	CI006	Be an active member of the University Fairtrade Networking Group and share best practice.	2022-23	UCL is part of network and share emails, are there opportunities to be more proactive?	Sustainable UCL
	CI007	To keep Sustainable UCL webpages up to date and relevant with Fairtrade information	2022	Annual review to update Fairtrade related information on the website	Sustainable UCL
	CI008	Communicate Fairtrade campaigns widely on social media – to do during Fairtrade fortnight but also build in other periodic posts and engagement	2022 - 23		Sustainable UCL
	CI009	Plan to submit CH&CO sustainable food projects to the Green Gown awards	2022	Submissions open in April	Sustainable UCL CH&CO
	CI010	Fairtrade presence at Fresher's Fair	2022-23	To be investigated for next academic year (Fresher's Fairs have been disrupted due to the pandemic in 2020 & 2021)	UCL Union Sustainable UCL
	CI011	Relevant giveaways include requirements for Fair-trade certified products where applicable e.g., cotton tote bags, biscuits, chocolates, and cotton clothing)	2022-24	To identify any giveaway events and target accordingly	Sustainable UCL CH&CO UCL Union
	CI012	Fundraising opportunities for Fairtrade Foundation (student or RAG groups)	2022-24	Identify any possible events in first instance	Sustainable UCL CH&CO UCL Union
<b>Procurement, Retail and Catering</b>	PL001	Ensure Fairtrade is in Green Impact	2022-24	Currently achieved but review on annual basis	Sustainable UCL

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	PL002	To review more options of Fairtrade products within hospitality, such as fruit juice and biscuits	2022	On agenda for sustainable food working group meeting	Sustainable UCL CH&CO UCL Union
	PL003	Capture Fairtrade sales data and report back to Fairtrade foundation	2022-23	To discuss is sustainable food working group meeting	CH&CO UCL Union
	PL004	Include terms in tender documentation that reference Fairtrade requirements or preferences	2022	Done for UCL catering tender and graduation tender. To embed within UCL procurement where feasible	Sustainable UCL
	PL005	Ensure procedure and support is in place for any new food service tenants or retail/catering outlets provide Fairtrade products wherever possible	2022-23	This was in place for CH&CO contract, can union consider similar guidelines?	UCL Union
	PL006	Fairtrade served as standard in hospitality across all products which have a Fairtrade option available or demonstrate progress in this area	2022-23	To discuss as Sustainable Food working group & understand catering options (is it currently listed as an option or done as default?)	Sustainable UCL CH&CO UCL Union
	PL007	Engage one of (relevant purchasing consortium, an existing supplier or external brand or retailer) to adopt or increase Fairtrade commitments	2022-24	Not done	Sustainable UCL
	PL007	Conduct sales promotions on Fairtrade certified products	2022	Coffee and Fairtrade banana loaf in Sodexo outlets  Build on this previous work?	CH&CO UCL Union
	PL008	Understand the proportion of staff uniforms made from Fairtrade certified cotton. What areas of the university and union are given uniforms?	2022	Can only increase the proportion with a baseline	Sustainable UCL

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	PL009	Merchandise tender to include Fairtrade t-shirts for promo events	2022	Tender in 2020 was intended to include this – to find out	Sustainable UCL
	PL010	Sales promotions are run on Fairtrade products periodically throughout the year? To check with CH&CO & Union as to whether this is feasible	2022	To discuss in Sustainable Food working group	Sustainable UCL CH&CO UCL Union
	PL011	To demonstrate an increase in the number of Fairtrade certified items and/or lines bought for sale we need to measure this over a consistent period post pandemic against any targeted actions to promote Fairtrade products		CH&CO KPI sheet covers % of tea, coffee, banana, chocolate & sugar Fairtrade (or better) but not number. To discuss if an absolute number is desirable in the Sustainable Food working group	CH&CO
<b>Research and Curriculum</b>	RC001	Encourage one or more teaching staff to take part in the Global Goals Teach-In – week in February	2023		Sustainable UCL
	RC002	A large-scale research/scoping exercise amongst a broad range of students and staff to inform of our Fairtrade work and made the findings publicly available. This should link back to some baseline research as part of mandatory criteria	2022-23	Not started  - To organise a Fairtrade survey	Sustainable UCL CH&CO UCL Union
	RC003	Support two or more students to complete an investigation into Fairtrade, trade justice or ethical consumption issues on or off campus within their course work (share findings publicly)	2022-23	Evan supporting two students from IOE undertaking a project on the Loop in relation to UCL's supply chain on Net Positive. A follow up more specific Fairtrade product could be a future project along similar lines	Sustainable UCL

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	RC004	Peer-review another Fairtrade University of College Partnership	2022-23	Arrange a link-up with another university (e.g., UoL) to share good practice	Sustainable UCL
	RC005	Complete a curriculum review or audit for Fairtrade, trade justice or ethical consumption themes and make the findings publicly available	2022-23	Possible link with SDG in curriculum – more likely this can fit in with existing pieces of work rather than a standalone review	Sustainable UCL
	RC006	Completed a piece of research into Fairtrade, trade justice or ethical consumption issues and plans to make the findings public and utilise for future activities	2022-24	Understand UCL's existing research into these areas and see if we can disseminate results	Sustainable UCL
	RC007	Fairtrade Directory of Supporting Academics	2022-23	Currently no academics from UCL in the directory – may be niche but approach any academic who shows a research interest in our Fairtrade agenda	Sustainable UCL
	RC008	Connection of Fairtrade and decolonising the curriculum	2023	Longer term consideration	
	RC009	Commenced or completed the process of validating a module specialising in the topic of Fairtrade, ethical consumption of trade justice		Longer term consideration	
<b>Outcomes &amp; Innovation</b>	OT001 II001	Longer-term large-scale projects on innovation around Fairtrade to be considered.  Outcomes requires some quantitative or qualitative change obtained through our work such as feedback surveys or	2022-24	On-going	All

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		changes within the student community which can be demonstratable.			
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