

## Fairtrade Action Plan 2020-2022

Theme	Action	Measureable	Timescale	Stakeholders	Criteria
Campaigning and Influencing	Review Steering Group membership on an annual basis	<ul style="list-style-type: none"> <li>Partnership membership</li> <li>Minutes from Steering Group meetings</li> </ul>	Annual	All members of Fairtrade Steering Group	<b>MN001</b>
	Deliver a series of events annually as part of Fairtrade Fortnight	<ul style="list-style-type: none"> <li>Number of event attendees</li> <li>Post-event feedback</li> </ul>	February-March 2020 February-March 2021 February-March 2022	All members of Fairtrade Steering Group	<b>MN004</b>
	Engage a student group or society in a project or campaign on Fairtrade, trade justice, or ethical consumption	<ul style="list-style-type: none"> <li>Number of students, societies or student groups involved</li> </ul>	Ongoing	Environmental Coordinator  Students' Union Community Officer  Wildlife Society	<b>MN005</b> <b>CI002</b>
	Fairtrade Steering Group to ensure that Fairtrade has a strong presence at Welcome Week and other University wide events	<ul style="list-style-type: none"> <li>Number of staff/students/visitors engaged with at events</li> <li>Where applicable, post-event surveys</li> </ul>	Welcome Week 2020 Welcome Week 2021  Ongoing	Environmental Coordinator  Students' Union Retail Manager  University Catering Department	<b>CI010</b>
	Collaborate with the Fairtrade Kirklees Forum on a project or campaign to increase	<ul style="list-style-type: none"> <li>Stakeholders engaged</li> <li>Events held</li> </ul>	Fairtrade Fortnight 2020 Fairtrade Fortnight 2021	Environmental Coordinator  Fairtrade Kirklees	<b>CI004</b> <b>OT004</b>

	community engagement		Fairtrade Fortnight 2022	Wider community	
Procurement, Retail and Catering	Continually increase the number of ethically sourced and Fairtrade certified products in all catering and retail outlets owned and managed by the partnership.	<ul style="list-style-type: none"> <li>• Number of products stocked</li> <li>• Quantity of products sold</li> </ul>	Ongoing	University Catering Department  Students' Union Retail Manager	<b>MN006</b> <b>PL002</b> <b>PL003</b>
	Continually maintain accurate sales data records.	<ul style="list-style-type: none"> <li>• Quarterly reports</li> <li>• Minutes from each Steering Group meeting</li> </ul>	Ongoing	University Catering Department  Students' Union Retail Manager	<b>PL003</b>
	Fairtrade Steering Group to ensure that, where possible Fairtrade is served as standard in hospitality	<ul style="list-style-type: none"> <li>• Number of products stocked</li> <li>• Fairtrade menu requests</li> </ul>	Ongoing	University Catering Department	<b>PL006</b>
Market Research and Curriculum	Fairtrade Steering Group to conduct market research to inform its ethical purchasing and Fairtrade work	<ul style="list-style-type: none"> <li>• Number of responses</li> <li>• Content of survey responses</li> </ul>	2019/2020 Undergraduate Term 2  Ongoing	Environmental Coordinator  Students Union	<b>MN009</b> <b>RC002</b>
	Where possible to encourage teaching staff to participate in the 'Global Goals Teach-In' week to promote the United Nations Sustainable	<ul style="list-style-type: none"> <li>• Number of teaching staff engaged</li> <li>• Number of students attending</li> </ul>	February 2022	Environmental Coordinator  University teaching staff	<b>RC001</b>

	Development Goals and Fairtrade				
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## DOCUMENT SIGN-OFF AND OWNERSHIP DETAILS

<b>Document name:</b>	Fairtrade Action Plan
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<b>Equality Impact Assessment:</b>	Completed for Fairtrade Policy & reviewed in line with policy review schedules
<b>Approved by:</b>	Fairtrade Steering Group
<b>Date Approved:</b>	October 2021
<b>Next Review due by:</b>	October 2023
<b>Author:</b>	Environmental Coordinator
<b>Owner (if different from above):</b>	Carbon and Energy Reduction Officer
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<b>Compliance Checks:</b>	Annual progress report
<b>Related Policies/Procedures:</b>	Fairtrade Policy

## REVISION HISTORY

<b>Version</b>	<b>Date</b>	<b>Revision description/Summary of changes</b>	<b>Author</b>
V1.0	March 2020	First draft of new action plan under new Fairtrade accreditation scheme	Elsie Hargate
V1.1	October 2021	Slight revisions for the 2020-2022 award period.	Elsie Hargate

