

## University of Reading Fairtrade Steering Group

Minutes of the meeting held on 12 January 2022

### Present:

Mark Laynesmith (ML)	Co-Chair, University Chaplain
Aleksandra Borkowska (AB)	Procurement, Category Manager
Ben Knowles (BK)	RUSU President
David Ashmore (DA)	Co-Chair, Procurement, Category Manager
Martin Batt (MB)	Catering, Head of Retail and Hospitality Catering
Amrit Saggi (AS)	Procurement Deputy Business Manager
Anna Glue (AG)	Sustainability Officer
Steve Charley (SC)	Catering, Bars and Catering Purchasing Manager
Jackie Simpson (JS)	Sustainability Assistant

### Apologies:

Erin Cooper (EC)	Procurement, Business Manager
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### 1. Minutes of the last meeting on November 9, 2021

There were no changes to the minutes requested, other than that ML's initials be corrected.

### 2. Actions from the meeting on November 9, 2021

Owner	Action
David Ashmore	<p>DA is in discussions with the Director of Procurement, Lisa Jeffries to confirm whether Mark Fellowes or Sam Foley will be our UEB sponsor, sign off the Fairtrade policy and take part in kicking off Fairtrade Fortnight.</p> <p><b>Update:</b> Mark Fellowes is the UEB sponsor and has signed off the <a href="#">Fairtrade policy for 2021</a>. Finding time for him to be involved in Fairtrade Fortnight is likely to be an issue.</p>
Erin Cooper	<p>EC will contact ICMA (Leanne Ley) to see if they do or would be willing to stock Fairtrade products. EC will also check with MERL as well and invite both groups to feed into the certification and future meetings.</p> <p><b>Update:</b> Leanne Ley confirmed that ICMA do stock Fairtrade products and is hoping to provide a list. She is a member of the Responsible Procurement group but will also be invited to join this group.</p> <p>David Neilson, operations manager at the MERL confirmed to EC via email that they do not stock Fairtrade products, but they do stock ethically sourced products. They</p>

	<p>recently teamed up with Heritage Label to support the Climate Stripes merchandise launch and highlighted their hot drink suppliers:</p> <ul style="list-style-type: none"> <li>• Reads Coffee: They source their coffee direct from farms around the world, for example Rwanda, (through their coffee broker) and this means the profits go direct to the farm and local community.</li> <li>• Mortimer Hot Chocolate: As they (similar to the above), trade with small holdings in South America and Africa, they have the products produced in origin, so that the money goes directly to the country of origin and can be used to benefit the structure there and sustain the supply chain. Many of their suppliers do the same as the above, providing education for the workers children, transport to the farms and meals for the workers.</li> <li>• Tregothnan Tea: Both grown and blended in the UK.</li> </ul>
David Ashmore	<p>DA to add attendees to the Fairtrade Teams group to coordinate our re-certification  <b>Update:</b> Done, and this is a standing action for DA/EC/AS as more members join.</p>
Mark Laynesmith	<p>ML to report on student academic focus on Fairtrade in studies and research</p> <p><b>Update:</b> Careers will be adding new volunteering programs to the RED Award, including the Green Award which is specifically sustainability-focused, to support volunteering. We have spoken to them about volunteers to support future Fairtrade activity.</p> <p>Following an email request for information about Fairtrade-compatible teaching/research activity from ML, an academic from Philosophy has expressed interest in joining the group and ML will follow up on this with him.</p> <p>ML suggested asking about what people are doing re: Fairtrade already on the Staff Portal. DA will speak to Santosh Sinha in MCE about this.</p>
David Ashmore	<p>DA to send Ben and Grace information to send to the student societies to see if they want to be involved in the Fairtrade Steering Group, help promote Fairtrade activities, take part in Fairtrade Fortnight.</p> <p><b>Action carried forward</b></p>
David Ashmore & Erin Cooper	<p>DA/EC to coordinate the Fairtrade University and College Award application for completion prior to the Christmas break.</p> <p><b>Action carried forward</b></p>

### 3. Fairtrade Re-certification

- a) Review of the [Fairtrade University and College Award](#) and [criteria](#)

The group was asked to share any thoughts on the [award criteria](#) via the Microsoft Team.

- b) Cost – HE basic membership is £1,224 plus VAT and this will be paid initially by Procurement
- c) Next steps
- Updated policy

The group was asked to share any thoughts on [the policy](#) via the Microsoft Team.

- SMART Action Plan

AG shared [guidance provided by Fairtrade](#), and AS shared the [draft SMART action plan](#). Both documents have been added to Teams:

The screenshot shows a Microsoft Teams interface for a channel named 'General'. The 'Files' tab is active, displaying a list of documents under the folder 'Fairtrade Action Plans'. The list includes the following items:

Name	Modified	Modified By
Fairtrade Mandatory actions.docx	January 15, 2020	Naomi Wadsworth
Fairtrade Timeline 2018-19.docx	August 13, 2018	Anna Glue
FT 2020 Action Plan.docx	December 6, 2019	Naomi Wadsworth
SMART Action Plan example doc.docx	About a minute ago	Amrit Saggu
SMART action plan.xlsx	34 minutes ago	Amrit Saggu
Universities and Colleges Award bonus poi...	January 10, 2020	Naomi Wadsworth

DA invited all group members to feed into the actions on the SMART Action plan but suggested that Procurement and Catering can lead on several as a start.

- Product offering

ML noted that we can now include items that have a Fairtrade ingredient/component, e.g., if we serve desserts made with Fairtrade chocolate. He agreed to provide the contact details of the campus Co-op manager, so that EC can get in touch, and find out what new products Co-op may be adding that meet the Fairtrade standards.

- Signage

ML queried whether this refers to Fairtrade banners, as he is aware of some that the University have, but they may no longer be in very good condition. He suggested potentially creating a Fairtrade flag to fly during Fairtrade Fortnight, which he is happy to progress if we can get permission to fly it. DA added to this to the list of items to be discussed with MCE, alongside whether we could use the digital signage outside RUSU.

- Delivery of one or more innovative campaigns on Fairtrade, trade justice or ethical consumption in the last year, run in partnership with students.

Careers is not due to launch their new volunteering schemes until Sept 2022, a dedicated staff member is being appointed currently.

Tony's Chocolonely has offered to do a tasting event/talk at the Union, provisionally on 1 Mar around lunchtime. First there will be a tasting, then a talk. It was suggested that this could be using a table in the Students' Union if RUSU permits and that it would be useful to have Martin Batt or a Procurement representative in attendance to talk about catering.

BK noted that there may be a perceived issue of the company being seen as using this to promote itself rather than Fairtrade and that he is slightly uncomfortable about setting

precedent for other companies to come and distribute free samples. However, ML noted that RUSU are signatories to the Fairtrade policy and therefore committed to promoting Fairtrade, which this activity constitutes. He suggested that the venue could be Mondial, or somewhere in Palmer and that this is being discussed with Christine.

In terms of events in partnership with students, ML reported that there will be an in-house Pancake Day planned for Fairtrade Fortnight. He suggested contacting Rebecca Pomroy in Student Communications to increase attendance at any events and to host an article on the student app.

- Examples of teaching, course work, dissertations involving Fairtrade
- Progress report on Fairtrade activity

It was agreed that these were taken to have been covered already.

#### **4. Fairtrade Fortnight: Monday 21st February to Sunday 6th March 2022**

- a) Activities**
- b) Communication**

Work has already begun to raise awareness of Fairtrade Fortnight in the Procurement newsletter.

ML suggested potentially borrowing stock from the Reading International Solidarity Centre (RISC) and having an on-campus stall during Fairtrade Fortnight. MB reported that Catering will offer a discount on coffee (which was done previously) or something similar.

DA suggested moving the promotional banner that is currently in Whiteknights House to somewhere with more footfall, and MB took an action to place it between the two vending machines in the library.

ML suggested contacting the manager of the Co-op shop on campus, as they will do some promotions and agreed to pass on the contact details to EC to follow up. MB noted that the Co-op has cancelled their launch which was scheduled for this week, so they might take opportunity to combine that with another event.

EC received the following actions:

- to post on Twitter
- to speak to Comms for an In brief article

AG also suggested contacting the UoR social media team, which was added to the list of items for DA to raise with MCE.

ML noted that we need to enrol student volunteer auditors and that he has some people in mind as potential recruits. He will begin by approaching specific departments such as Geography or Agriculture where the course content aligns with the aims of the Fairtrade award. He reported that he is currently awaiting the offer of training for the auditors, which will likely be online, but then MB/DA might have to help steer them towards what we specifically want them to pay attention to.

#### **5. AOB**

AG will ask the prospectus team to contact EC about wording regarding Fairtrade.

ML reported that there is a national universities network for Fairtrade that members of the group can sign up to and that he would circulate details.

### Summary of actions

Owner	Action
All	Share any thoughts on the award criteria and on the 2021 Fairtrade policy via the Microsoft Team.
Anna Glue	Ask the prospectus team to contact EC about wording regarding Fairtrade
David Ashmore /Erin Cooper/Amrit Saggu	Standing action to add attendees to the Fairtrade Teams group.
David Ashmore	Send Ben and Grace information to send to the student societies to see if they want to be involved in the Fairtrade Steering Group, help promote Fairtrade activities, take part in Fairtrade Fortnight.
David Ashmore & Erin Cooper	Coordinate the Fairtrade University and College Award application for completion.
David Ashmore	Speak to Santosh Sinha in MCE about: <ol style="list-style-type: none"> <li>1. Asking about what people are doing re: Fairtrade already on the Staff Portal.</li> <li>2. Seeking permission to fly a Fairtrade flag during Fairtrade Fortnight</li> <li>3. Asking whether we can use the digital signage outside RUSU</li> <li>4. Request help from the UoR social media team</li> </ol>
Erin Cooper	Contact Rebecca Pomroy in Student Communications to increase attendance at any events and to host an article on the student app
Erin Cooper	Fairtrade Fortnight promotional activities: <ol style="list-style-type: none"> <li>1. Post on Twitter</li> <li>2. Speak to Comms regarding an In brief article</li> <li>3. Speak to the Co-op manager about any promotional events they have planned.</li> <li>4. Continue promoting via the procurement newsletter</li> </ol>
Martin Batt	Move the Fairtrade banner to between the two vending machines in the library from Whiteknights House
Mark Laynesmith	Provide the contact details of the campus Co-op manager, so that EC can get in touch, and find out what new products Co-op may be adding that meet the Fairtrade standards.
Mark Laynesmith	Seek potential student auditors
Mark Laynesmith	Circulate details of national universities network for Fairtrade