**Fairtrade Steering Group Winter meeting 22nd January 2025**

**Attendees**: Erin Cooper (C), Tracy McAuley, Mark Laynesmith, Jackie Simpson, Bethan Bourne, Bethany Brown, Nathan Norris, Ugo Obihara, Troy Stewart, Steve Charley, Jas Chudge.

**Apologies**: Anna Glue, Zainab (RISC), David Sutton, James Haxell, Sarah Cardey

Recruiting Assessors:

* We need to start to recruit student assessors for the submission which will be late April/early May. Bethan Bourne can help with this is we can send some wording to her.

**Action**: Wording to be sent to Bethan and cc Jackie Simpson. Tracy to ask Fairtrade Foundation for the auditor comms wording and then forward on.

Pancake day

* Mark will be running Pancake day event for students using Fairtrade products on 4th March.

**Action**: Mark to provide details of how event is advertised and if possible a picture of the event.

RUSU / Chaplaincy quiz

* Mark will be hosting a student quiz and will include a Fairtrade round. Event will be before the submission date.

**Action**: Mark to provide details of how the event is advertised and is possible a picture of the event.

Fairtrade submission where we still have information to add.

MN010 – Publicising opportunities for students to investigate Fairtrade, trade justice or ethical consumption issues on or off-campus within their course work or dissertation.

**Action**: Tracy to email ESCoP for Exec support help in reaching out to academics within each school. Tracy to email CQSD to see if they have a database of course descriptions

MN011 – Partner publishes an annual progress or impact report on its action on Fairtrade, trade justice or ethical consumption. Should be publicly available and can be part of a wider sustainability or similar report.

RUSU policies not all up to date on webpages.

**Action**: Nathan to speak to James Haxall to confirm if pages will b e up to date before submission date.

**Action**: Jackie will send information on what reports hold info on Fairtrade, trade justice or ethical consumption.

LD004 - All internal student group/society purchasing policies, award and funding applications require a commitment to Fairtrade, trade justice and ethical procurement considerations where applicable. If there are preferred clothing suppliers listed for clubs &amp; societies to purchase from, these should all stock Fairtrade-certified cotton as standard.

Action: Check with Sports Park what they buy. Could add something about the Concordat group. (More info form Erin)

CI005 - Within the last two years, the partnership has facilitated the creation of a local off-campus or school Fairtrade group, where one doesn't already exist.

Look into the Nursery who has just been awarded an Eco School award. Can we visit the nursery with snack Fairtrade bananas and some Fairtrade colouring?

**Action**: Jackie and Bethany to look into further and feed back.

CI011 - Fairtrade, trade justice and ethical procurement considerations are taken into account in checklists or guidance for events. This should include the requirement of all exhibitors that any relevant giveaways (e.g. cotton tote bags, chocolates, biscuits) are Fairtrade-certified, and that any cotton uniforms are Fairtrade-certified.

**Action**: Jackie to forward some wording that Sustainability adhere to above.

 Tracy to contact events team to see what/if they do regarding this

CI012 - The partnership has supported student groups or RAG groups to fundraise for the Fairtrade Foundation.

**Action**: Tracy to ask about this in next Fairtrade SOS meeting. There are rules around fundraising because we are a charity. How are other Institutions doing this?

PL005 - There is a procedure and support in place to ensure any new food service tenants or retail/catering outlets provide Fairtrade products wherever possible.

Catering have just removed Pepsi form our lines and added in Karma drinks which is Fairtrade. Also look at the mini purchasing standards.

RC001 - The partnership has successfully encouraged one or more teaching staff to take part in the SDG Teach-In, which takes place annually in March, by including Fairtrade issues within their teaching, learning or assessment.

**Action**: Tracy to contact ESCoP to see if they can ask in respective schools if any academics are attending the teach in.

RC004 - Within the last year, the partnership has peer-reviewed another Fairtrade University or College partnership.

**Action:** Tracy to ask at next Fairtrade SOS meeting if another institution would like to peer review before submission date

RC008 - The partnership has connected its work on Fairtrade with decolonising its curriculum by providing students with more opportunities to learn through the lens of producers.

**Action:** Tracy to speak to Allan Laville (Dean of D&I) about decolonising work.

OT004 - The partnership has identified positive outcomes for the wider community through its Fairtrade work.

Mark said that RISC manager (Sylvia) is looking for new trustees. Could this be advertised through the Reading volunteer scheme?

**Action**: Mark to look into this and feed back.

Innovative ideas

There may be staff portal articles that we have not seen that show an innovative approach to Fairtrade, trade justice or ethical consumption.

**Action**: Tracy to contact Pete Bryant.

Fairtrade video

At the last meeting Nathan volunteered to put together a short video about Fairtrade and how UoR supports the Foundation.

**Action:** Nathan will have this complete before the submission is due.

Next meeting is scheduled for 23rd April 2025