

The University of Reading Fairtrade Annual Report and Action Plan

2022/2023 Progress Report

i. Introduction

This report provides information on the activity carried out during 2022/23 by the University of Reading as part of the Fairtrade University & College Award re-accreditation, to promote Fairtrade, trade justice and ethical consumption values at the University and as part of our wider Responsible Procurement efforts.

The sections below provide updates on our aims, recent activity and progress, our SMART Action Plan and our plans for the future.

ii. Aims

The University of Reading, along with our partners the University Anglican Chaplain, the Reading University Student Union (RUSU) and onsite retailer Co-op, are proud to have been committed to Fairtrade accreditation since 2011. The University is now working on the Fairtrade Foundation University & College Award re-accreditation for 2023.

Our aim is to deliver against the objectives set out in the Fairtrade Foundation's University & Colleges Award accreditation process. We have been working to ensure that we consistently engage with our students, professional and academic staff and the wider community. We aim to ensure Fairtrade is an issue that the University and its partners focus on throughout the year.

iii. 2022/23 Progress Update

Membership & Meetings

The University continues to hold Fairtrade Steering Group meetings at least twice a year to plan and review progress on activities related to Fairtrade, trade justice and ethical consumption.

The following members from across the University and our partners have contributed to activities in the last year.

- Pro-Vice Chancellor for Academic Planning and Resources- Signatory of our Annual Statement
- University Anglican Chaplain
- RUSU President and Environmental & Ethics Officer
- Chair/convenor of the Reading Fairtrade Town Steering Group
- Manager of onsite retailer Co-op
- Representative from Reading International Solidarity Centre (RISC)
- Representation from University Schools and Functions including:
 - Procurement Team
 - Sustainability Team
 - Campus Commerce Team
 - Students
 - Academics
 - School Executive Support staff
 - ICMA Café

Activities

Over the last year a number of excellent activities have been carried out by members of the University and our partners which contribute to our aims including:

- Inclusion of topics related to Fairtrade, trade justice and ethical consumption in [Academic](#) research, teaching and publications.

- Taking a leading role in the [Reading Community Action Network](#) and Citizens Alliance.
- Commitment to [Net Zero by 2030](#).
- Development of a University-wide [Sustainability Strategy](#).
- [Partnering for the Planet](#) - Climate Education initiative has also put in place staff Climate Ambassadors, Climate education for teachers, Climate Education Action Plan and Information for schools to encourage positive outcomes alongside the principles of Fairtrade
- Incorporation of [Education for Sustainable Development](#) into all degree programmes.
- Launch of the [Teaching Climate and Sustainability in Primary Schools](#) free online course.
- Integration of the [UN Sustainable Development Goals](#) into the University's Sustainability Strategy and Responsible Procurement activity log.
- First [RUSU Student Sustainability Summit](#) held in March 2023.
- Amazing initiatives by our Campus Commerce Catering team such as:
 - Development of the [Sustainable Food Policy And Framework](#) which is 100% in line with Fairtrade, trade justice and ethical consumption philosophies.
 - The launch of hydration stations across campus
 - The [FlavUoR Garden](#) on campus to grow our own herbs, plants, and ingredients and educate our students, staff and guests on what goes into our delicious meals.
 - Committed to consistent improvement around sustainable catering in a manner that is financially sustainable to allow us to continue to invest in this area. We appreciate and understand that different individuals and groups have different interpretations and views on how to achieve this, so we try to be open and transparent on our progress, to encourage conversation and debate. All our physical outlets have been independently audited and certified through the Sustainable Restaurant Association's [Food Made Good](#) scheme awarding us the maximum of three stars.
 - Since our single use cup tax increased to 50p in September 2022, the percentage of hot drinks served in reusable cups has increased from 20% to 60%. This has reduced the number of single use cups used on campus during the first term by approx. 55,000.
- Coordination between our Fairtrade re-accreditation and the Student [Red Award, Red Global Action Award and Red Sustainable Action Award](#)
- Fairtrade Fortnight & additional events held by the Schools and Functions, the University Anglican Chaplain, RUSU, Co-op, and in partnership with RISC.
- Subscription to the Ethical Consumption publication for use by all staff and students to inform ethical purchases and by the Careers team to inform student ethical employment opportunities.

iv. Looking Ahead to 2023/24

The Fairtrade Steering Group aims to work on the following activities in 2023/24.

- Coordinate Fairtrade events into in the [University Green Festival](#) in November 2023
- Coordinate more closely with the RUSU Fresher's Fair and Events team in 2023/24
- Hold another event in partnership with the Chaplaincy and RISC in December 2023
- Hold another Fairtrade Pancake Day event with the Anglican Chaplain in February 2024
- Hold a physical event for staff, students, community during Fairtrade Fortnight in Feb/March 2024
- Hold the residential event for PhD students in SMPCS in Spring/Summer 2024
- Discover more teaching and research opportunities at the University in 2023/24
- Look further into how decolonisation of our curriculum integrates with Fairtrade aims in 23/24
- Look further into other certifications for different commodities e.g. BLab, BCorp, Soil Association, RSPCA Assured, Marine Stewardship Council (MSC), Aquaculture Stewardship Council (ASC), Vegan, Red Tractor, Roundtable on Sustainable Palm Oil (RSPO)
- Tender in 23/24 for University Merchandise to include requirements for Fairtrade, ethically produced items.

Until next year, we remain committed to our Fairtrade activities and look forward to expanding them with our students, staff, community and partners!

Area	Action	Specific	Measurable	Appropriate	Realistic	Time	Who is Responsible	Status
Mar	Regular Steering Group meetings	Meet termly via Teams or in person	Completion of meetings	MN001	Yes- scheduled	Termly	Steering Group chair and members	All meetings scheduled
	SMART Action Plan	Keep plan up to date throughout the year	Dated status updates	MN002	Yes- ongoing	Monthly	Steering Group chair	Complete
	Fairtrade Annual Statement	Update and obtain signatures for annual statement	Completion of statement	MN003	Yes- complete	Annually Sept-Dec	Steering Group chair	Complete
	Fairtrade Fortnight Events	At least one event to support Fairtrade Fortnight and publicity to promote it	Completion of event(s) and publicity via multiple channels	MN004	Yes- complete	Annually last week of Feb/first week of March	Steering Group members	Complete
	Innovative Campaign Event with Students	At least one event outside of Fairtrade Fortnight with students to promote Fairtrade, trade justice, ethical consumption	Completion of the event and publicity	MN005	Challenging	Annually outside of Fairtrade Fortnight	Steering Group members	Complete
	Retail & Catering	Stock Fairtrade certified products- core products (tea, coffee, sugar)	All products sold and working to increase lines or items sold	MN006	Yes- missing one item cotton	Annual review stock and sales	Campus Commerce	Complete
	Retail & Catering	Stock Fairtrade certified products- at least one non-core	At least one product sold in two categories	MN007	Yes- Fruit, wine, coffee, chocolate snacks at Co-op	Annual review	Campus Commerce and Co-op	Complete

		product in two categories				stock and sales		
	Retail & Catering	Point of Sale material	Photographic evidence	MN008	Yes- complete	Annual publishing of new POS material	Campus Commerce and Co-op	Complete
	Research & Curriculum	Scoping with students and staff to inform Fairtrade work	Completion of questionnaire	MN009/RC002	Yes- Student Fairtrade Survey	Annually	Steering Group chair	In Progress
	Research & Curriculum	Fairtrade, trade justice and ethical consumption within course work or dissertations	Evidence of lecturers and course content	MN010	Yes- details provided by academics	Annually	Academics	Complete
	Outcomes	Published annual progress report	Published report	MN011	Yes- published online	Annually	Steering Group chair	Complete
Lead	Policy	RUSU policies	Published policies	LD001/LD004	Yes- published online	Annually	RUSU	Complete
	Policy	UoR policies	Published policies	LD002/LD003	Yes- published online	Annually	Academic Governance Services	Complete
	Senior Staff	Active leadership on Fairtrade	Named individuals	LD005	Yes	Annually	PVC	Complete
g g Cam	Campaigning & Influencing	Engagement with staff, student groups, local partnerships, other HEs on Fairtrade	Evidence, minutes of meetings with other organisations	CI001-CI004, CI007-CI009	Yes- RISC partnered two events, member of University Fairtrade Network	Annually	Steering Group Members	Complete

	Campaigning & Influencing	Facilitated creation of another Fairtrade Group / Assisted another College or University with their award	Evidence, emails, creation of group, achievement of award	CI005-CI006	No- our Steering Group is already very busy with BAU and our own certification	N/A	N/A	Not met
	Campaigning & Influencing	Fundraising with student groups, Events and integration into Fresher's Fair	Plans, photos, money raised	CI010-CI012	Engage with RUSU	2023/24	Steering Group / RUSU	Not met
Proc	Procurement, Retail, Catering	All other actions / requirements	Lists, point of sale photos, websites	PL001/PL007	Yes	Annually	Procurement, Catering, Retail outlets/partners	Complete
	Procurement, Retail, Catering	Add Fairtrade cotton to our offering of items for sale and in uniform	Items for sale, uniform	PL008/PL009	Depends on merchandising tender returns from suppliers	Annually	Procurement	Cotton to be included as a tender requirement in Merchandising tender
Rese	Research & Curriculum	Two or more students with course work or dissertation	Course work	RC003	Yes- Info provided by Tom McCann (Careers) and Stuart Black Ed for Sust. Dvmt	Annually	Students	Complete
	Research & Curriculum	Peer-review, curriculum review, research into Fairtrade, trade justice, ethical consumption, decolonisation, join	Results	RC004-RC009	Yes- evidence provided	Annually	Academics	Complete

		Fairtrade Directory of Academics						
Outc	Outcomes	Record outcomes in annual report	Annual report, websites, strategies, events,	OT001-4, MN011	Yes- Significant evidence provided to illustrate the numerous outcomes over the last year	Annually	Steering Group chair	Complete
Inno	Innovative Interventions	Record innovative initiatives in annual report	Annual report	II001-II004	Yes- Aside from the activity related directly to Fairtrade, trade justice and ethical consumption, a number of other initiatives are also ongoing.	Annually	Steering Group chair	Complete