University of Reading Fairtrade Steering Group

Minutes

A meeting of the Fairtrade Steering Group was held on 9 November 2021 at 13:30-14.30.

Present:

Aleksandra Borkowski  Procurement, Category Manager
Ben Knowles  RUSU President
David Ashmore  Co-Chair, Procurement, Category Manager
Erin Cooper  Procurement, Business Manager
Gary Adams  Catering, Retail Manager
Grace Loweth  RUSU Welfare Officer
Martin Batt  Catering, Head of Retail and Hospitality Catering
Steve Charley  Catering, Bars and Catering Purchasing Manager

Apologies:

Amrit Saggu  Procurement Deputy Business Manager
Dan Fernbank  Sustainability, Energy & Sustainability Director
David Sutton  WATCH Project
Kyle Smith  RUSU, Inclusivity & Sustainability Coordinator
Mark Laynesmith  Co-Chair, University Chaplain
Matt Jones  CQSD, TEL Advisor
Sarah Gardner  Community Engagement, Community Relations Officer
Wendy Neale  Meteorology, Centre for Doctoral Training Administration Manager
Zainab Khan  Reading International Solidarity Centre

1. Purpose of the group
   - To maintain our Fairtrade certification
   - To coordinate collaborative work on Fairtrade activity at the University
   - To ensure that Fairtrade products are sold on campus including Co-op and our cafes - To ensure that our internal meeting catering is Fairtrade

2. Fairtrade Policy
   Current University of Reading Fairtrade Policy can be found on the Sustainability website [here](#)

   Action: 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 policy and take part in kicking off Fairtrade Fortnight.

3. Fairtrade Re-certification
   Information - about the [New Fairtrade University and College Award](#)
Application – will need input from across the University. Information from previous applications will be used and any new information will be collated from the relevant teams.

- Catering will be very busy now until mid-Dec due to graduation.
  Catering reported that menus are being redesigned and many items are being switched over to Fairtrade items

Procurement

- Student involvement or input is key and so it was agreed that Ben and Grace would suggest other student societies such as the Zero Waste Society or any climate/sustainability related societies who may be interested in being part of the group, promoting Fairtrade as part of their group and/or take part in Fairtrade Fortnight.
- Retail – we may have an issue if we do not sell any Fairtrade cotton in our outlets

Evaluation - In order to get the standard award, we will need to meet 11 mandatory criteria. The rest are all optional criteria that institutions can take any number of to achieve additional ‘stars’ for the award, ranging from 1 to 3 depended on level of attainment. The award criteria may include input from staff from procurement, catering, student union, teaching staff and also students, and a partnership approach is encouraged.

Cost - HE Basic Membership is £1,224 plus VAT and it will be paid initially by Procurement

Timing – Applications due Jan 16, 2022

Action: 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.

Action: DA to add attendees to the Fairtrade Teams group to coordinate our recertification application

Action: Mark Laynesmith looking at the involvement of student and a focus on Fairtrade in studies and research

Action: DA to send Ben and Grace information for societies to see if they want to be involved in the Steering Group, help promote Fairtrade as part of their society work. Action: DA and EC to coordinate application

4. Fairtrade Fortnight Monday 21st February to Sunday 6th March 2022
   - Activities and Coordination to be discussed at the next meeting

5. Summary of Actions

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<tr>
<th>Owner</th>
<th>Action</th>
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<tr>
<td>David Ashmore</td>
<td>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.</td>
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<tr>
<td>Erin Cooper</td>
<td>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.</td>
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<td>Name</td>
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<tr>
<td>David Ashmore</td>
<td>DA to add attendees to the Fairtrade Teams group to coordinate our re-certification</td>
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<tr>
<td>Mark Laynesmith</td>
<td>ML to report on student academic focus on Fairtrade in studies and research</td>
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<tr>
<td>David Ashmore</td>
<td>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.</td>
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<td>David Ashmore &amp; Erin Cooper</td>
<td>DA/EC to coordinate the Fairtrade University and College Award application for completion prior to the Christmas break.</td>
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Next meeting: Wed 12 January 2022 10:00am