



Area	Action	Specific
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Action to be achieved *Details of the action*

Mandatory

Regular Steering Group meetings	Meet termly via Teams or in person
SMART Action Plan	Keep plan up to date throughout the year
Fairtrade Annual Statement	Update and obtain signatures for annual statement
Fairtrade Fortnight Events	At least one event to support Fairtrade Fortnight and publicity to promote it
Innovative Campaign Event with Students	At least one event outside of Fairtrade Fortnight with students to promote Fairtrade, trade justice, ethical consumption
Retail & Catering	Stock Fairtrade certified products - core products (tea, coffee, sugar)
Retail & Catering	Stock Fairtrade certified products - at least one Fairtrade certified line in at least two of the following categories: Soft drinks Wine or beer Health & Beauty Savoury snacks Cut floweres Fruit Cotton face masks
Retail & Catering	Point of Sale material
Research & Curriculum	Scoping with students and staff to inform Fairtrade work
Research & Curriculum	Fairtrade, trade justice and ethical consumption within course work or dissertations
Outcomes	Published annual progress report
Policy	RUSU policies

Leadership	Policy	UoR policies
	Policy	RUSU policies
Campaigning	Senior Staff	Active leadership on Fairtrade
	Campaigning & Influencing	Engagement with staff, student groups, local partnerships, other HEs on Fairtrade
	Campaigning & Influencing	Facilitated creation of another Fairtrade Group / Assisted another College or University with their award
Procurement	Campaigning & Influencing	Fundrasing with student groups, Events and integration into Fresher's Fair
	Procurement, Retail, Catering	All other actions / requirements
	Procurement, Retail, Catering	Add Fairtrade cotton to our offering of items for sale and in uniform
	Research & Curriculum	SDG Teach in

Research & Curriculum

Research / scoping exercise

Two or more students with course work or dissertation

Peer review

Recruiting academics to FT Group

Outcomes

Research & Curriculum

Curriculum review, research into Fairtrade, trade justice, ethical consumption, decolonisation

Outcomes

Record outcomes in annual report

Innovation

Innovative Interventions

Record innovative initiatives in annual report

University of Reading Fairtrade SMART Action Plan 2024-2025

Measurable	Appropriate	Realistic	Time
<i>How the action will be measured</i>	<i>Is the action appropriate to achieve the Fairtrade award</i>	<i>Have we got the resources to complete this action</i>	<i>When will the action be completed and will it be done in time for this year's award</i>
Completion of meetings	MN001	Yes - scheduled	Termly
Dated status updates	MN002	Yes - ongoing	Monthly
Completion of statement	MN003	Not yet met	Annually Sept-Dec
Completion of event(s) and publicity via multiple channels	MN004	Yes - complete	Fairtrade fortnight Sept 24
Completion of the event and publicity	MN005	Challenging	Annually outside of Fairtrade Fortnight
All products sold and working to increase lines or items sold	MN006	Yes - missing one item cotton	Annual review stock and sales
At least one product sold in two categories	MN007	Yes - Fruit, wine, coffee, chocolate, snacks, flowers at Co-op	Annual review stock and sales
Photographic evidence	MN008	In progress	Annual publishing of new POS material
Completion of questionnaire Presentation to International Study & Language Institute Welcome week stand with Fairtrade biscuits and leaflets	MN009	Yes - Presentation complete Welcome week stand complete	Annually
Evidence of lecturers and course content	MN010	Yes - details provided by academics	Annually
Published report	MN011	Yes - published online	Annually
Published policies	LD001	Yes - published online	Annually

Published policies	LD002/LD003	Yes - published online	Annually
Published policies	LD004	Challenging - our suppliers have good sustainable and ethical policies but we do not specifically request Fairtrade certified cotton as standard	
Named individuals	LD005	Yes	Annually
Evidence, minutes of meetings with other organisations	CI001-CI004, CI007-CI009	Yes - RISC partnered two events, member of University Fairtrade Network Inclusion of Fairtrade info in staff induction Fairtrade talk to Monster Club	Annually
Evidence, emails, creation of group, achievement of award	CI005-CI006	No - May be difficult for our Steering Group to commit to another organisation's certification	N/A
Plans, photos, money raised	CI010	FT stall at Freshers fair	Annually
FT and ethical procurement considerations added to the events guidance	CI011	Sustainability events have FT requirements. Work with Events team on exploring this	Annually
Fundraising with student RAG Groups	CI012	No - difficult to fundraise as we are a registered charity	N/A
Lists, point of sale photos, websites	PL001/PL007	Yes	Annually
Items for sale, uniform	PL008/PL009	Yes - Uniform provider committed to Sustainable, ethical and Fairtrade products. Not yet got info on events t-shirts	Annually
Are teachers taking part in the SDG teach in?	RC001	Yes, ESCoP to ask their academic staff	Annually

Fairtrade staff/student survey	RC002	Yes - Survey distributed to staff and students via ESCoP and RUSU webpages	Annually
Course work	RC003	Yes - Info provided by RIS group and Black Ed for Sust. Dvmt	Annually
Results	RC004	Yes - evidence provided with Plymouth	Annually peer review
Results	RC007	Challenging - academics extremely busy	Annually
Results	RC005/6/8/9	Yes - evidence provided	Annually
Annual report, websites, strategies, events,	OT001-4, MN011	Yes - Significant evidence provided to illustrate the numerous outcomes over the last year	Annually
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

Who is Responsible	Status
<i>Who holds accountability for the action and do they require support</i>	<i>Record action towards this action</i>
Steering Group chair and members	Complete
Steering Group chair	Complete
Steering Group chair	Complete
Steering Group members	Complete
Steering Group members	Complete
Campus Commerce	Complete
Campus Commerce and Co-op	Complete
Campus Commerce and Co-op	Complete
Steering Group chair	Complete
Academics	Complete
Steering Group chair	Complete
RUSU	Complete

Academic Governance Services	Complete
RUSU	In progress
PVC	Complete
Steering Group Members	Complete
N/A	Not met
Steering Group / RUSU	Complete
Steering Group / RUSU	In progress
Steering Group - RUSU	Not met
Procurement, Catering, Retail outlets/partners	Complete
Procurement	Complete
Steering Group	Complete

Steering Group

Complete

Students

Complete

Steering Group chair / Academics

complete

Steering Group

Not met

Academics

Complete

Steering Group chair

Complete

Steering Group chair

Complete