



Action	Specific	Measurable	Appropriate	Realistic	Time	Who	Status
Form a co-ordinating working group	Form a group of students / staff from Guild and ourselves. As others to dip in and out where appropriate	The group will meet once per term and will provide evidence in the form of minutes taken at group meetings.	Mandatory Criteria for award MN001 in Toolkit	Yes	March 2020	Kelly Day Jess McAllister	Our next meeting will be scheduled once UK quarantine has ended and the University of Exeter is open again.
The partnership has a SMART action plan on Fairtrade and has published it	It should include operational considerations such as procurement and catering, campaigning and influencing, engagement and communications and a strong focus on the monitoring and evaluation of all activities.	Evidence will be the plan itself, and making the plan publicly available.	Mandatory Criteria MN002	Yes	March 2020	KD, JM	Ongoing
The partnership has published a public commitment of intent to support and champion Fairtrade	Formed within the last two years signed by senior management across the organisations and retail and catering outlets.	Signed copy of policy	Mandatory Criteria MN003	Yes	Sept 2019	KD	Complete Evidence Uploaded

<p>Put on a series of events and promotions for Fairtrade Fortnight 2019</p>	<p><i>Promo 1</i> We ran a competition- students had to guess the number of bananas in order to win a prize.</p>	<p>Post-event feedback Social media reach Competition entries data</p>	<p>Mandatory criteria for award - MN004 in toolkit</p>	<p>Yes</p>	<p>Fairtrade Fortnight was Monday 26th Feb-Sunday 11th March</p>	<p>KD</p>	<p>Complete</p>
<p>Put on a series of events and promotions for Fairtrade Fortnight 2020</p>	<p>Diary of events for FF 2020 to include: Pancake day Beat the Barisca Suppliers visit Fairtrade competition and giveaways</p>	<p>Post-event feedback Social media reach Competition entries data Sales data from events</p>	<p>Mandatory criteria for award - MN004 in toolkit</p>	<p>Yes</p>	<p>Fairtrade Fortnight 2020 is 24th Feb – 8th March</p>	<p>KD / JM</p>	<p>Complete Evidence Uploaded</p>
<p>Devise and deliver a campaign on Fairtrade, Trade Justice or ethical consumption run in partnership with students.</p>	<p>In partnership with students. Link to the Giki app initiative Campaign plan / roll out</p>	<p>Sales of products Photos and evidence of campaign</p>	<p>Mandatory criteria for award - MN005 in toolkit</p>	<p>Yes</p>	<p>March 2020</p>	<p>KD / JM</p>	<p>Complete Evidence Uploaded</p>
<p>Stock items in the following categories:</p> <ul style="list-style-type: none"> • Tea • Coffee • Sugar • Hot chocolate and cocoa • Chocolate, confectionary or snacks • Cotton clothing 	<p>Be working to increase ranges in these areas and show growth / evidence of doing this. Investigate cotton – Does Guild shop stock FT cotton?</p>	<p>- Number of lines stocked - Number of items sold - Feedback from customers</p>	<p>Part of mandatory criteria MN006</p>		<p>Before toolkit deadline</p>		<p>Complete Evidence uploaded</p>

Ensure all cafes stock Fairtrade soft drinks.	We will specifically focus on Fairtrade apple juice and orange juice.	We will provide sales tracking reports and photographic evidence.	Part of mandatory requirement for award MN007 in toolkit.	Yes	September 2019.	Kelly Day, Jess McAllister.	Complete
Stock a Fairtrade alcoholic drink – in the marketplace. Stock a Fairtrade soft drink.	Stock at least one Fairtrade certified alcoholic drink in the Marketplace, and on a wine list for hospitality	We will provide sales tracking reports, order histories and photographic evidence.	Part of mandatory requirement for award MN007 in toolkit.	Yes	March 2020	KD / MB / PW	Stocked: BE soft drinks. Ordered: Fairtrade Banana Beer and Fairtrade Goji Berry Liqueur.
Ensure all outlets stock Fairtrade bananas.		We will provide sales tracking reports, order histories and photographic evidence.	Part of mandatory requirement for award MN007 in toolkit.	Yes	September 2019.	Kelly Day, Jess McAllister	Complete
There is up to date and POS material in all relevant outlets, highlighting Fairtrade products and providing information on the benefits of Fairtrade	We will provide booklets and leaflets We will place relevant, up to date posters which are visible to customers	We will provide photographic evidence.	Mandatory requirement for award MN008 in toolkit.	Yes	Jan 2020	KD / JM	Got POS / Need to look at labelling
Ensure there are relevant labels on all Fairtrade certified products provided at all conferences and events.	We will work alongside our events and catering team 'Fresh Ideas' to get this in place	We will provide photographic evidence.	Part of mandatory requirement for award MN008 in toolkit.	Yes	Feb 2020	KD / JM / PW	Complete.

Create a Fairtrade 'Area' in the Marketplace, which is stocked with a range of Fairtrade Certified products, clearly labelled and with relevant information visible to the customer.	We feel that having a specific 'area' or 'corner' of the shop may draw more attention to the fact that the products are all Fairtrade (this is as well as having the products laced around the shop)	We will provide photographic evidence.	Part of mandatory requirement for award MN008 in toolkit.	Yes	March 2020	KD / JM / MB	Complete
Complete the survey from the NUS about Fairtrade – send to students across the Uni via web links and social media	Pop survey on our website / send via social media channels and also link with the other Universities networking group Survey monkey on lead2	We will make the results public by uploading them onto our university website.	Mandatory requirement for award MN009 in toolkit	Yes	March 2020	KD / KDA	We did not get as many responses as we had hoped, so instead we devised our own survey and went out for two days asking customers to complete it. Results are available on our website.
Provide and publicise opportunities students to investigate Fairtrade, Trade Justice, or Ethical Consumption as part of their course work or dissertations	Make opportunities available via website / online links / working with tutors where possible. Less to investigate	evidence of a well publicised list of opportunities via different channels	MN010 Mandatory criteria	Yes	March 2020	JM	We have put a link on the website offering support and asking about opportunities to get involved. We haven't received any responses so we are now in contact with tutors to try and seek students who may be interested.
Provide and publish an annual report on the findings and actions of our SMART plan	This could be a formal report, or a more informal display of outcomes, for example a page of outcomes on a website.	All relevant documents and internet links will be provided	MN011	Yes	March 2020	JM / KD	Completed and uploaded.

Action	Specific	Measurable	Appropriate	Realistic	Time	Who	Status
The union has one or more active policy which supports Fairtrade passed within the last three years, and has published them.	Raising an issue at union council (or equivalent) can be a great way of increasing awareness and galvanising support.	dated policy documents, and a link to where they can be found on the union's websites	LD001 - Leadership and Strategy	Yes	March 2020		The Students Guild policy was uploaded in 2017 and is currently under review.
There is active leadership on Fairtrade, trade justice and ethical consumption issues from one or more senior members of staff or sabbatical officers in the union and institution.	Visible and active senior-level leadership on an agenda is an excellent way to catalyse progress, create new opportunities and get around barriers. Student leadership for Fairtrade is vital to making meaningful progress on this agenda.	Evidence should include examples of positive things that have happened as a result of the senior member of staff's leadership on Fairtrade, trade justice and ethical consumption, and evidence of Fairtrade and ethical trade considerations within a job role if possible	LD 005 Leadership & strategy				

<p>The partnership has included Fairtrade and ethical consumption in staff and/or student inductions.</p>	<p>Create a page about FT at the Uni for staff inductions</p>	<p>examples of student and staff inductions</p> <p>We will provide photographic evidence of inductions, and any POS material used. We will also provide copies of the information booklets.</p>	<p>CI001 Campaigning & Influencing</p>				<p>Done</p>
<p>Support a student led group to campaign on Fairtrade, ethical consumption or trade justice</p>	<p>We will support the student society 'Be The Change' in a campaign led by them, which is relevant to our values.</p> <p>We will provide any support we can, including planning, technical support, manpower or financial support</p>	<p>evidence of any contact and support in the form of minutes from any meetings held, copies of any email communication, photos of the final campaign or event</p>	<p>Criteria CI002 (5 points)</p>			<p>Jess</p>	<p>Complete.</p>
<p>Partner with a local school or college and work together on a project or campaign over the year.</p>	<p>Must be a Fairtrade school</p>	<p>Auditors will view evidence of meetings (e.g. email exchange, minutes of meetings) and evidence of a project or campaign, that involves input from both parties</p>	<p>Criteria CI003 (10 points)</p>				<p>We assisted with the Devon Schools Conference 2020.</p>

<p>Within the last 2 years the partnership has partnered with a local off-campus Fairtrade group, and worked together on at least one project or campaign over the year.</p>	<p>Devon Fairtrade Group – we have provided rooms and refreshments. Consider project – can we help with a Fairtrade town event or community group??</p>	<p>evidence of meetings (e.g. email exchange, minutes of meetings) and evidence of a project or campaign, that involves input from both parties.</p>	<p>Criteria CI004 (10 points)</p>				<p>Emailed Sue Errington.</p>
<p>Within the last 2 years the partnership has facilitated the creation of a local off-campus or school Fairtrade group, where one doesn't already exist</p>	<p>Possibly St Michaels where the conference takes place</p>	<p>E-mails between Jess and teachers</p>	<p>CI005</p>				<p>The process has begun, waiting now for quarantine to lift.</p>
<p>Within the last 2 years the partnership has proactively collaborated with another aspiring Fairtrade University or College in achieving Fairtrade status and can demonstrate how their involvement has enabled the attainment of the award.</p>	<p>Working in partnership with another institution and union to form their own group is a great way of spreading your knowledge, experience and passion to help others replicate this locally.</p>	<p>Auditors will view how the partnerships have worked together for mutual benefits</p>	<p>CI006</p>				<p>Universities group Upload emails</p>
<p>Our work and support of Fairtrade has an effective and up to date web presence.</p>	<p>We will ensure there is easy to find, constantly updated content on our Exeter University website state the partnership's commitment to Fairtrade, any plans and policies, where</p>	<p>We will provide the links to any relevant websites as evidence.</p>	<p>Criteria CI007 (5 points)</p>	<p>Yes</p>	<p>March 2020</p>	<p>KD / JM/ KDA</p>	<p>Complete/Ongoing</p>

<p>The partnership has utilised social media and other communication channels to communicate Fairtrade campaigns widely and successfully</p>	<p>FT campaign via Facebook Dec 2019</p>	<p>Auditors will view evidence of communications and evidence of their reach and scope. This could include post likes, shares, video views etc.</p>	<p>CI008</p>	<p>Yes</p>	<p>March 2020</p>	<p>KD / JM/ KDA</p>	<p>Complete/Ongoing</p>
<p>The partnership ensures there is a strong Fairtrade presence at Fresher's Fairs (or equivalent) and/or recruitment days</p>	<p>Fresher's Fairs are a great opportunity for engaging new students. Ideally there would be a stall specifically promoting Fairtrade, staffed by a member of staff or student volunteer. If this is not possible, then having a large</p>	<p>Barisca focus on the Café society stand – photo / email evidence</p>	<p>Criteria CI010 (10 points)</p>	<p>Yes</p>	<p>March 2020</p>		<p>OHVD events – ensure POS for Fairtrade</p>
<p>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.</p>	<p>The checklist should cover catering, clothing, packaging and any other considerations relating to Fairtrade, trade justice and ethical procurement for any level of event across the partnership's organisations. guidance documents easily available is a great start.</p>		<p>C1011</p>	<p>Yes</p>	<p>March 2020</p>		<p>Complete Evidence Uploaded</p>

Action	Specific	Measurable	Appropriate	Realistic	Time	Who	Status
The partnership has supported student groups or RAG groups to fundraise for the Fairtrade Foundation	Fundraising for Fairtrade could take place through any number of channels. This could be through a RAG group or equivalent, through events or appeals either during Fairtrade Fortnight or throughout the year.	evidence that the partnership has actively encouraged and supported a student group to fundraise for the Fairtrade Foundation Ciara? Slow food? Box at a stand?	CI012	Yes	March 2020		
The partnership has proactively engaged staff and publicised Fairtrade widely as an alternative to communal tea, coffee, hot chocolate and sugar in staff areas and offices.	Where staff bring in their own tea and coffee, they should be encouraged to bring in Fairtrade (e.g. through staff inductions, memos, posters on cupboards).	Create signs for communal coffee areas recommending FT brands Can also buy our FT brands via Fresh Ideas click and collect	PL001	Yes	March 2020		Complete. Uploaded.
The partnership's catering providers and licenced premises (internal and/or contracted) offer Fairtrade certified products as standard in all the following categories (where stocked): • Fruit • Juice • Tea • Coffee • Sugar • Chocolate • Wine	view the menu or booking system of both university and union catering, and view evidence that the stated products are certified Fairtrade (e.g. photos of products with Fairtrade marks, supplier names)	Photos and fresh ideas booking system Event Exeter menus – do they say Fairtrade?	PL002	Yes	March 2020		Complete.

<p>The partnership has captured Fairtrade sales data for the previous two academic years and reported back to the Fairtrade Foundation.</p>	<p>Get data reports from symphony on FT products sold, and report back to the FT foundation</p>	<p>Evidence of reports and of sending to the foundation</p>	<p>PL003</p>	<p>Yes</p>	<p>March 2020</p>	<p>Mat Blee Jess</p>	
<p>The partnership has included terms in tender documentation that reference Fairtrade requirements for relevant categories, or states that Fairtrade suppliers will be preferred</p>	<p>Hot beverage tender states FT requirements</p>	<p>Evidence of tender document</p>	<p>PL004</p>	<p>Yes</p>	<p>March 2020</p>	<p>Duncan Jess</p>	<p>Just need the evidence</p>
<p>Fairtrade is served as standard in hospitality (e.g. conferences, vacation hotel rooms etc.) across all products which have a Fairtrade option available - tea, coffee, sugar etc.,</p>		<p>Auditors will view hospitality catering information (e.g. menus, purchase orders)</p>	<p>PL006</p>	<p>Yes</p>	<p>March 2020</p>	<p>Paul Hospitality team</p>	<p>Evidence needed</p>
<p>In the last two years, the partnership has engaged with at least one of the following stakeholders to adopt or increase Fairtrade commitments:</p> <ul style="list-style-type: none"> • A relevant purchasing consortium • An existing supplier • An external brand or retailer 	<p>KD and RN have engaged with Bidfood on several occasions about FT products</p> <p>MB has engaged at trade shows and stocked new FT drinks – BE Drinks.</p>	<p>Evidence of emails and pictures</p>	<p>PL007</p>	<p>Yes</p>	<p>March 2020</p>	<p>KD</p>	

<p>Sales promotions (such as discounts, competitions, loyalty cards etc.) are run on Fairtrade certified products periodically throughout the year, across relevant retail outlets.</p>	<p>Barisca vouchers Barisca loyalty cards Competitions</p>	<p>Evidence of vouchers given out, and loyalty cards</p>	<p>PL010</p>	<p>Yes</p>		<p>KD</p>	
<p>The partnership can demonstrate an increase in the number of Fairtrade certified items and/or lines bought for sale in campus commercial outlets over the last two years.</p>		<p>Symphony reporting</p>	<p>PL011</p>	<p>Yes</p>	<p>March 2020</p>	<p>KD MB</p>	<p>Evidence needed.</p>
<p>Within the last two years the partnership has supported 2 or more students to complete an investigation of Fairtrade, trade justice or ethical consumption issues on or off campus within their course work or dissertation, and has shared any key findings publically.</p>		<p>Evidence of the student projects</p>	<p>RC003</p>			<p>Jess</p>	
<p>Use this section to tell us about innovative actions or initiatives that you have done within your Fairtrade work which you think are worthy of recognition. You should only write about actions or initiatives that you feel are not adequately covered elsewhere in your submission.</p>	<p>Created our own UOE blend of coffee</p>	<p>Report and finished product</p>	<p>II001</p>			<p>Jess Kelly</p>	