

	<i>Outline the action you would like to achieve</i>	<i>Fill in with specific details on the action.</i>	<i>How will you measure this action?</i>	<i>Is this action appropriate? How does it relate to your organisational strategy or the Fairtrade award?</i>	<i>Human and/or financial resources to complete it?</i>	<i>When will this action be completed?</i>	<i>Who holds accountability for this action? Do they require support from anyone else?</i>	<i>Note down progress towards this action here.</i>	<i>Complete</i>
<b>Category</b>	<b>Action</b>	<b>Specific</b>	<b>Measurable</b>	<b>Appropriate</b>	<b>Realistic</b>	<b>Time</b>	<b>Who is Responsible</b>	<b>Status</b>	<b>RAG</b>
N/A	Introduce new scheme to Fairtrade Steering Group and Sustainability Committee	Overview of process, aims and responsibilities	Meeting held, information shared	Necessary for certification success	Yes	Dec-19	Sustainability Manager		Complete
N/A	Redraft Fairtrade Policy with new FTUC standards in place	Edit headings and actions to match FTUC themes	Policy published	Necessary for certification success	Yes	Dec-19	Sustainability Support Officer		Complete
Procurement, Retail & Catering	Offer Fairtrade posters to staff for office kitchens	Promote through Green Rewards	Evidence of posters	PL001	Yes	Dec-20	Sustainability Support Officer	Included on Staff Intranet section	Complete
Research and curriculum	Conversation with BUBS academics about including Fairtrade in project brief	Globally Responsible Business Practice	Inclusion within brief	RC003	Yes	Jun-21	Sustainability Support Officer		Complete
Mandatory	Publicise opportunities for students to investigate Fairtrade	Living Lab	Living Lab published	MN010	Yes	Aug-21	Sustainability Support Officer	Published	Complete
Leadership & Strategy	Investigate LD004	Check whether preferred clothing suppliers listed for clubs & societies stock Fairtrade-certified cotton as standard.	Confirmation received	LD004	Yes	Aug-21	Sustainability Support Officer	Email sent to ED	Complete
N/A	Confirm CJN with Jo and create project plan	Create project plan and shape program	Plan	Engagement	Yes	Aug-21	Sustainability Support Officer	Plan created/drafted	Complete

Leadership & Strategy	Investigate LD004	Check whether all internal student group/society purchasing policies, award and funding applications require a commitment to Fairtrade, trade justice and ethical procurement considerations where applicable.	Confirmation received	LD004	Yes	Aug-21	Sustainability Support Officer	ED to review inclusion in society funding applications	Complete
Procurement, Retail & Catering	Include Fairtrade in tender docs for relevant products	Check on M&C sport kit Include in security tender Feb 2022	Inclusion in tender	PL004	Maybe	Aug-21	Sustainability Support Officer	Included in both specifications and Procurement Team aware to highlight in relevant tenders.	Complete
Mandatory	Include annual review within sustainability report	Section within sustainability report	Report published	MN011	Yes	Aug-21	Sustainability Support Officer	Included within sustainability annual report 2019/20 though separate report created to add more detail	Complete
Mandatory	Set up next Fairtrade SG meeting	In September	Meeting, agenda and minutes	MN001	Yes	Sep-21	Sustainability Support Officer		Complete
Mandatory	All sign up to Fairtrade Evidence portal	<a href="https://www.greenimpact.org.uk/fairtrade">https://www.greenimpact.org.uk/fairtrade</a>	Access given	Yes	Yes	Sep-21	AD, SW, ED		Complete
Mandatory	Redraft ToR for Fairtrade Steering Group	Draft, share and finalise Steering Group membership and ToR	Drafted ToR	MN001	Yes	Sep-21	Sustainability Support Officer	ToR drafted and investigating Proc, M&C and academic rep	Complete
N/A	CIN marketing and speakers	Deesign poster, social media and confirm if Nana, Peter and Sophi can support	Designs and collaboration	Engagement	Yes	Sep-21	Sustainability Support Officer		Complete
Campaigning & Influencing	Plan and host stall at Freshers Fair	Fairtrade banner, activities and goodies if possible	Attendance	CI030	Yes	Sep-21	Sustainability Support Officer	No Fairtrade food at stall but presence was included through banners, on table and interest gained	Complete
Mandatory	Ensure there are POS materials for Fairtrade in all outlets	Highlights Fairtrade products and informs about benefits	POS promotion created	MN008	Yes	Oct-21	Chartwells SUBU Commercial Manager	Confirmed	Complete
N/A	Promote CIN	At Freshers Fair, Welcome Week and other	Sign ups	Engagement	Yes	Oct-21	Sustainability Support Officer		Complete
Mandatory	Complete membership for SG	Identify student, M&C and academic membership	Roles filled	MN001	Yes	Nov-21	Sustainability Support Officer, SUBU Student Opportunities	M&C and Procurement reps found.	Complete

Campaigning & Influencing	Host Fairtrade Debate	With local group	Event held	CI004; CI006	Yes	Nov-21	Sustainability Support Officer	Climate Justice Now public debate held in November. Feedback received from student participants and well attended.	Complete
Campaigning & Influencing	Include Fairtrade offers within staff inductions virtually	Include in new Sharepoint space	Inclusion	CI001	Yes	Dec-21	Sustainability Support Officer	Included in welcome information	Complete
Research and curriculum	Identify module specialising in the topic of Fairtrade, ethical consumption and trade justice.		Module created	RC009	Maybe	Dec-21	Sustainability Support Officer	Contacted Louise Preget - module looks suitable	Complete
Research and curriculum	Encourage academics to join FT Directory of Supporting Academics	To ESD CoP	Academic signed up	RC007	Yes	Dec-21	Sustainability Support Officer	Promoted to academics though none confirmed to sign up.	Complete
Mandatory	Deliver innovative student-led campaign	Work with CAST/student volunteers to run event	Event hosted	MN005	Yes	Dec-21	SUBU Student Opportunities, Sustainability Support Officer	Swap Shop held. In Feb 2022 student bake sale was also hosted.	Complete
Procurement, Retail & Catering	Investigate PL002	The partnership's catering providers and licensed 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	Evidence	PL002	Yes	Dec-21	Chartwells SUBU Commercial Manager	Achieved but data being collected.	Complete
Procurement, Retail & Catering	Ensure procedure in place for new food service outlets to include Fairtrade	Check on procurement process	Valid and clear procedure	PL006	Yes	Dec-21	Sustainability Support Officer Facilities Management	Sustainability Team will be involved in tender of next catering contract to ensure strong Fairtrade inclusion	Complete
Mandatory	Include annual review within CECAP Report	Section within report for Fairtrade	Report published	MN001	Yes	Dec-21	Sustainability Support Officer	Changed as not deemed fitting for report so will be explored separately	Not done
Campaigning & Influencing	Confirm plans for FT14 for a) BU b) SUBU c) Chartwells	Create calendar	Calendar of events	MN004	Yes	Jan-22	SSO, SUBU CPL, CTM	Calendar created with range of events	Complete

Mandatory	Garner feedback on student views around Fairtrade	Survey, face-to-face engagement or focus groups	Research published	MN009	Yes	Feb-22	SUBU Student Opportunities, Sustainability Support Officer	Survey shared and well fed into, results need analysing	Complete
Mandatory	Celebrate FT14!	Execute all events and raise awareness	Attendance of events	MN004	Yes	Feb-22	SSO, SUBU CPL, CTM	<a href="https://www.bournemouth.ac.uk/news/2022-02-18/it-s-fairtrade-fortnight-choose-world-you-want">https://www.bournemouth.ac.uk/news/2022-02-18/it-s-fairtrade-fortnight-choose-world-you-want</a>	Complete
Research and curriculum	Seek opportunities to peer-review FTUC uni	SCEMG?	Peer-review	RC004	Yes	Feb-22	Sustainability Support Officer	Peer review held February 2022	Complete
Outcomes	Explore outcomes	Review outcomes for submission	Outcomes assessed	OT001 - OT004	Yes	Feb-22	Fairtrade Steering Group	Identified opportunity to review outcomes for SUBU and students. Local community already done.	Complete
Campaigning & Influencing	Identify interested students to campaign on Fairtrade	Student group or society or CAST	Campaign held and supported	CI002	Maybe	Feb-22	SUBU Student Opportunities, Sustainability Support Officer	Reductarian Society held event	Complete
Mandatory	Ensure tea, coffee, sugar, hot chocolate, chocolate, confectionary or snacks, cotton clothing are stocked in all outlets	Gather evidence of this	Evidence within portal	MN006	Yes	Mar-22	Chartwells SUBU Commercial Manager		Complete
Leadership & Strategy	Explore inclusion of Fairtrade within M&C strategy and SUBU procurement plan	Recommendations given to further embed Fairtrade in other plans	Recommendations given and evidence collected	LD003	Yes	Mar-22	Sustainability Support Officer SUBU Commercial Manager		In progress
Campaigning & Influencing	Collate evidence for FT14 social media presence	Include in CAST role and gather Chartwells/SUBU data	Evidence within portal	CI008	Yes	Mar-22	Sustainability Support Officer, Chartwells, SUBU Student Opportunities		Complete
Procurement, Retail & Catering	Explore opportunities to influence Fairtrade in businesses	Engage with at least one of the following stakeholders to adopt or increase Fairtrade commitments: a. A relevant purchasing consortium b. An existing	Evidence in portal	PL007	Maybe	Mar-22	Sustainability Support Officer	Have emailed SUPC to review Fairtrade in frameworks	Complete

		supplier c. An external brand or retailer							
Research and curriculum	Roberta to present research to Fairtrade Steering Group	To share findings of research to inform practice	Session held		Yes	Mar-22	Sustainability Support Officer	Session held, another to follow with actions	Complete
Procurement, Retail & Catering	Report of Fairtrade sales per AY since Sept 2019	On portal	Report shared	PL003	Yes	Apr-22	Chartwells SUBU Commercial Manager	On portal	Complete
Procurement, Retail & Catering	Run and report sales on Fairtrade products	Discounts, competitions, loyalty schemes...	Ran and evidence collected	PL050	Yes	Apr-22	Chartwells SUBU Commercial Manager		Complete
Campaigning & Influencing	Create events guidance for in-person staff events	Sustainability guidance to include Fairtrade consideration	Published guidance	CI011	Yes	Jun-22		Guidance published on staff intranet.	Complete
Next steps	Create a plan for Fairtrade action after FTUC 2022 submission	Brainstorm and highlight key priorities and ambitions within FT SG	Priorities and actions	N/A	Yes	Jun-22	Fairtrade Steering Group		In progress
Research and curriculum	Discuss with SUVP Education around FT & decolonising curriculum	Students should be equipped with the resources to reflect on the current system of global trade through a producer lens.	Embedded approach	RC008	Maybe	Jul-22	Sustainability Support Officer/SUVP Education	Raised with SUVP Education and well-received, now creating guidance around decolonisation to include Fairtrade	In progress
Campaigning & Influencing	Identify Fairtrade collaboration opportunity with BPC	Create one project or campaign	Campaign created	CI003	Maybe	Jul-22	Sustainability Support Officer	Conversation held for ideas though campaign not created.	Not started
Mandatory	Collate evidence for events in FT14	From Chartwells and SUBU	Evidence within portal	MN004	Yes	Jan 21, Jan 22	Chartwells, SUBU Student Opportunities	Events collated, promoted	Complete
Mandatory	Publish an annual impact report	Report online	Report	MN011	Yes	Mar-23	Sustainability Support Officer	Report written	complete
Mandatory	Create smart action plan	Including activities	Plan	MN011	Yes	N/A	Sustainability Support Officer	Ongoing	In progress

Procurement, Retail & Catering	Intergrate commitment to Fairtrade products into our Net Zero Teams certification for staff	Include commitment to Fairtrade products in the certification	Criteria added	PL001	Yes	Sep-23	Sustainability Support Officer	Using Fairtrade products within offices at BU has been added to the Net Zero Teams Criteria	Complete
Campaigning & Influencing	Use social media to promote Fairtrade products on campus across the year	Use facebook, instagram and twitter	Stories, posts	CI008	Yes	Oct-23	Sustainability Support Officer	Stories including Fairtrade POSM are posted frequently	In progress
Campaigning & Influencing	Enable students to take ownership over our social media and use it to promote Fairtrade	Make this part of the job description for of placement students	Stories, posts	CI008	Yes	Nov-23	Sustainability Support Officer/Students	Our most recent placement student uploaded stories about Fairtrade throughout Fairtrade Week	Complete
Research and curriculum	Integrate Fairtrade into student professional development programmes	Use our Business Schools' reading week to do this	Evidence in slides used at event	RC008	Yes	Feb-24	Sustainability Support Officer/The Business School Employability Programme	SSO delivered a session about embedding Fairtrade into your education and future career to a group of 7 students as part of the business students reading week	Complete
Campaigning & Influencing	Explore opportunities to promote Fairtrade to the local Bournemouth and Poole College	Communicate with relevant stakeholders	Collaboration	CI003	Yes	Feb-24	Sustainability Support Officer/Sustainability Officer and B&P College	Sustainability Officer at B&P invited to BU Fairtrade events, CC'd in emails, and signposted to useful resources	In progress
Campaigning & Influencing	Explore opportunities to promote Fairtrade to local schools	Deliver an event	Event held	CI003	Yes	Mar-24	Sustainability Support Officer/Sustainability Manager	BU hosted a Sustainibility Day for 148 year 8 pupils - this included a talk about Fairtrade and how to speak to their teachers about it. We hope to run a similar event every year	Complete
Research and curriculum	Encourage academics to embed Fairtrade into their research and teaching	Run an event	Event held, evidence in emails	RC008	Yes	Mar-24	Sustainability Support Officer/BU Fairtrade Academic Lead	We co-hosted an event on embedding Fairtrade into research and teaching for BU academics.	complete
Research and curriculum	Explore ways to map unit alignment to Fairtrade across all courses at BU	Adjust our existing mapping tool to measure Fairtrade	Mapping data	RC005	Yes	Jan-24	Sustainability Support Officer/Sustainability Academic Network	Identify the core SDGs which align to Fairtrade and use this to identify which course units align to Fairtrade	In progress
Research and curriculum	Explore ways to map impact of teaching Fairtrade	Develop a mapping tool for students to fill in	Mapping data	RC005	Yes	Mar-24	Sustainability Support Officer	Meeting scheduled to discuss with academic services about involed PAL leaders to do this	In progress

Innovative Intervention	Encourage academics to engage with Fairtrade on a larger scale	Use our Sustainability Academic Network to disseminate information	Regular emails	I1003	Yes	Feb-24	Sustainability Support Officer	Socio-Ecological Transition Seminars are promoted to BU academics across the year	In progress
Mandatory	Promote Fairtrade through the year, instead of just Fairtrade Fortnight	Identify days in the calendar across the year to focus on Fairtrade	Number of events	MN004	Yes	Dec-23	Sustainability Support Officer, Chartwells, SUBU Student Opportunities	Planning events for Fairtrade Day in May, COP29, Fairtrade Fortnight, and continue engagement in february despite date change of Fairtrade Fortnight	In progress
Research and curriculum	Explore ways to communicate the link between Fairtrade and decolonisation to students and staff	Include content about decolonialisation in lecture prepped for students	Slides	RC008	Yes	Feb-24	Sustainability Support Officer	Lecture for MSc Public Health students taught about decolonialisation. Include this content in all future lectures about Fairtrade	complete
Innovative Intervention	Develop a Fairtrade Literacy programme, similar to Carbon Literacy	Develop a set of materials and games	Certification	I1004	Yes	Mar-24	Sustainability Support Officer, BU Fairtrade Academic Lead/academics	3 meetings to date to discuss development of this course. Applied for HEIF funding	In progress