

Queen's University Fairtrade Action Plan 2022-23

Action	Specific	Measurable	Appropriate	Responsible Individual	Status	Status Update
Regular meetings of the Fairtrade Steering Group (FTSG)	<i>The FTSG members are from a cross section of the wider University and meet quarterly</i>	<i>Notes will be taken and stored for all meetings</i>	<i>Mandatory criteria</i>	<i>Brian Horgan</i>	<i>Ongoing</i>	<i>Members of the Steering Group include Brian Horgan & Gary Daly from Campus Food and Drink; Sara Lynch, John McCann, Naomi Martin and Rachel Vaughan from Sustainability Team, Elizabeth Bresland from Research and Enterprise, Lorraine Meneilly, Student Plus, Laura Steele, School of Management. The Steering Group have come together on the following dates: 5/09/2022, 17/10/2022, 12/1/2023, 31/03/2023. Future dates include August 2023, October 2023 and January 2024.</i>
Regular meetings of the Fairtrade Steering Group (FTSG)	<i>A call for additional FTSG members will be undertaken</i>	<i>New members will be invited for the October meeting of the FTSG</i>	<i>Mandatory criteria</i>	<i>Brian Horgan</i>	<i>Ongoing</i>	<i>The Steering Group welcomed Elizabeth Bresland from Research and Enterprise, Naomi Martin and John McCann from the Sustainability Team in September 2022. BH sent an email on 17 October 2022 inviting SU Officers.</i>
	<i>More student representation on the FTSG will be sought from Student Council</i>	<i>New members will be invited for the October meeting of the FTSG</i>	<i>Mandatory criteria</i>	<i>Brian Horgan</i>	<i>Ongoing</i>	<i>The SU President will be approached and invited to join the Fairtrade Steering Group, along with a student representative. BH sent an email on 17 October 2022 inviting SU Officers.</i>
A SMART Action Plan will be created, updated and made available	<i>The plan will pave the way for QUB to apply for the Fairtrade University and College Award</i>	<i>The plan will be available and worked on by all members of the FTCSG and published on the University website</i>	<i>Mandatory criteria</i>	<i>Gary Daly and Rachel Vaughan</i>	<i>Complete and updated annually</i>	<i>The Fairtrade SMART Action Plan will be updated and published by the end of April 2023. Updated agreed within quarterly Fairtrade Steering Group meetings. Link to Action plan.</i>
Public commitment	<i>The FTSG will update the University's Fairtrade policy and make it readily available. It will be signed off by senior members of the University</i>	<i>A copy of the policy can be found within Queen's website</i>	<i>Mandatory criteria</i>	<i>Gary Daly and Rachel Vaughan</i>	<i>Complete</i>	<i>The Fairtrade Policy was published in March 2023. Discussed and agreed within the Fairtrade Steering Group meeting that took place in October 2022. Signed by Brian Horgan (Head of Campus Food and Drink) and Michael Alcorn (Pro-Vice Chancellor). Link to Policy.</i>

<p>Hold a series of events over FT Fortnight</p>	<p>A minimum of two events, for staff and students, to take place within the Fairtrade Fortnight</p>	<p>The number of staff attending will be recorded. Student numbers will be recorded, with photos etc promoted via social media and Queen's website.</p>	<p>Mandatory criteria</p>	<p>Brian Horgan, Gary Daly, Rachel Vaughan and Naomi Martin</p>	<p>Annual</p>	<p>Annual Fairtrade Coffee Mornings were discussed with the Fairtrade Steering Group - for 2023, coffee mornings took place throughout the university within the Fairtrade Fortnight. Winners of the Fairtrade Photo Competition was the FMHLS and Graduate School. Two Fairtrade Sustainable Cookery Demonstrations took place in Elms Accommodation throughout February and March 2023 - with 23 students attending the cookery demonstrations. During the 2023 Fairtrade Fortnight, Dentistry students organised a Fairtrade Coffee Morning.</p>
<p>Host a FT campaign outside of FT fortnight</p>	<p>As part of European Week for Waste Reduction, an ethical consumption event will be hosted and promoted in partnership with Belfast City Council.</p>	<p>The number of attendees will be recorded</p>	<p>Mandatory criteria</p>	<p>Rachel Vaughan and Naomi Martin</p>	<p>Annual</p>	<p>A Sustainable Textiles Panel Event will take place in Queen's on Tuesday 22nd November 2022. In partnership with Belfast City Council, a range of Panel members discussed what the public can do to ensure their wardrobe is ethical and sustainable. Around 25 people attended the event.</p>
<p>QUB operated catering & retail outlets must stock, and have plans to increase when appropriate: Tea, Coffee, Sugar, Hot chocolate, Chocolate/confectionery & Cotton clothing.</p>	<p>Great Hall</p>	<p>Bewleys is the university coffee supplier and have been asked in tender to supply only FT coffee and tea. Sugar and HC used is FT</p>	<p>Mandatory criteria</p>	<p>Brian Horgan and Angela McCormick</p>	<p>Ongoing</p>	<p>Issue sourcing Fairtrade sugar - continual review. To contact Henderson/check other suppliers.</p>
	<p>Riddel Hall</p>	<p>Bewleys is the university coffee supplier and have been asked in tender to supply only FT coffee and tea.</p>	<p>Mandatory criteria</p>	<p>Brian Horgan and Angela McCormick</p>	<p>Complete</p>	

		<i>Sugar and HC used is FT</i>				
	<i>Union Shop</i>	<i>The SU shop socks a wide range and variety of FT products. Complete FT section in store</i>	<i>Mandatory criteria</i>	<i>Glenn Patterson and Grainne Doherty</i>	<i>Complete</i>	<i>Shop has just opened, continual conversation with Spar.</i>
	<i>Welcome Centre</i>	<i>WC to be approached about starting to stock some FT items such as clothing</i>	<i>Mandatory criteria</i>	<i>Sara Johnston and Grainne Doherty</i>	<i>Ongoing</i>	
<i>QUB operated catering and retail outlets stock a FT line in at least two of the following categories: Soft drinks, Wine & beer, Health & beauty, Savoury Snacks & nuts, Cut flowers, Fruit, Cotton face masks</i>	<i>Great Hall - FT wine available on wine menu for events. GD to investigate additional items</i>	<i>Menus can be found on the Campus Food and Drink website</i>	<i>Mandatory criteria</i>	<i>Gary Daly</i>	<i>Complete</i>	
	<i>Riddel Hall - FT wine available on wine menu for events. GD to investigate additional items</i>	<i>Menus can be found here (link to menus)</i>	<i>Mandatory criteria</i>	<i>Gary Daly</i>	<i>Complete</i>	
	<i>Union Shop</i>	<i>Sales reports / Delivery notes</i>	<i>Mandatory criteria</i>	<i>Glenn Patterson and Grainne Doherty</i>	<i>Ongoing</i>	
<i>Up to date POS info next to FT products</i>	<i>Leaflets and posters in place</i>	<i>Yes - monthly audit on compliance</i>	<i>Mandatory criteria</i>		<i>Ongoing</i>	

	<i>Highlighted on GH/RH menus & online order system</i>	<i>Yes - monthly audit on compliance</i>	<i>Mandatory criteria</i>	<i>Gary Daly</i>	<i>Complete</i>	
<i>Within the last 2 years, relevant scoping activities amongst staff and students</i>	<i>Catering survey carried out each year. FT questions will be included with next survey</i>	<i>Survey results will be collated and reported on.</i>	<i>Mandatory criteria</i>	<i>Brian Horgan</i>	<i>Ongoing</i>	<i>Campus Food and Drink Survey was released w/c 20 March 2023: https://forms.office.com/e/uYXtuts4Nk</i>
<i>The partnership provides and publicises opportunities for students to investigate Fairtrade, trade justice or ethical consumption issues on or off-campus within their course work or dissertations</i>	<i>The FTSG understands numerous schools and departments currently undertake studies in ethical trading issues. Contact will be made with key academics and the Science Shop</i>	<i>Course syllabus</i>	<i>Mandatory criteria</i>	<i>Rachel Vaughan and Sara Lynch</i>	<i>Ongoing</i>	<i>Laura Steele, an Academic within the School of Management, has joined the FTSG to ensure ethical consumption and trade research is ongoing within the School of Management.</i>
<i>Publish annual progress/impact report</i>	<i>An annual progress/impact report prepared and published on university website</i>	<i>Yes - published report</i>	<i>Mandatory criteria</i>	<i>FTSG</i>	<i>Annually</i>	<i>Report will be complete in April 2023.</i>