

Procurement

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 Saggi	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



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- 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: 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

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

Owner	Action
David Ashmore	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.
Erin Cooper	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.

David Ashmore	DA to add attendees to the Fairtrade Teams group to coordinate our re-certification
Mark Laynesmith	ML to report on student academic focus on Fairtrade in studies and research
David Ashmore	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.
David Ashmore & Erin Cooper	DA/EC to coordinate the Fairtrade University and College Award application for completion prior to the Christmas break.

Next meeting: Wed 12 January 2022 10:00am