

Kingston University Fairtrade SMART Action Plan – Accessible

Action	Specific	Measurable	Appropriate	Realistic	Time	Who is Responsible	Status
1. Establish a Fairtrade Award Team which meets regularly	Kingston University has a diverse KU Fairtrade Award Team comprising of staff and students. The team meets at a minimum once every two months.	Frequency and attendance at meetings, meeting minutes etc.	Mandatory criteria for award – MN001 in toolkit	Yes	By toolkit completion date – end of May 2024	All appointed Fairtrade Team Members required to regularly attend meetings.	Complete
2. Update SMART Action Plan on MyKingston, StaffSpace and External Website	Create website pages dedicated to Fairtrade Information and update SMART Action Plan to the websites	Availability of SMART Action Plan on website kingston-university-70fabb08673-kingston-university-0e10e46d4e8.docx (live.com)	Mandatory criteria for award - MN002 in toolkit	Yes	By toolkit completion date – end of May 2024	Sustainability Team have editing capabilities on the website. SMART Action Plan must be updated frequently.	In Progress
3. Review and Update Fairtrade Policy	Fairtrade policy has been reviewed by the Fairtrade Award Team for approval by the Estate Committee	Availability of reviewed and up to date Fairtrade Policy on website	Mandatory criteria for award – MN003 in toolkit	Yes	By toolkit completion date – end of May 2024.	Fairtrade Award Team and requires signature by SLT member	Complete

4. Support Fairtrade Fortnight Sept 2024 and Fairtrade Day May 2024	This event has recently been moved from Feb 23 to Sept 24, so the date is past our deadline of May 2024. However, we plan to get involved in other activities which will promote Fairtrade across the University.	Support and promote Fairtrade such as via freshers fair & enrichment fair, Earth Day 2024 and Collaborations for Sustainable Futures at Kingston University. End of January 2024 Mon 29 th 10am – 2pm. Ethical film screening.	Mandatory criteria for award - MN004 in toolkit	Yes	Event arranged for 29.1.24.	Fairtrade Award Team	In progress
5. Deliver Innovative Campaign on Fairtrade, trade justice or ethical consumption in partnership with students.	Collaborations for Sustainable Futures event, UKS Global Festival Week March 2024, webinar on justice and ethical consumption.	Evidence of events or campaign materials promoting initiative and number of students/staff engaged.	Mandatory criteria for award - MN005 in toolkit	Yes	By toolkit completion date – end of May 2024	Fairtrade Award Team & student organisations	Not started
6. Catering supplier to provide a product list and/or photos of Fairtrade or ethically sourced items and sale numbers	Ethically sourced Products include: tea, coffee, sugar, hot chocolate and cocoa, chocolate confectionary and snacks.	Reviewing the product list and number of items purchased	Mandatory criteria for award – MN006 in toolkit. Any retail or catering outlets owned or operated by the partnership stock Fairtrade certified products in all of the following categories, and are working to increase either the number of lines OR number of items sold year on year	Yes	By toolkit completion date – end of May 2024	Fairtrade Award Team & catering supplier	In Progress

7. Catering supplier to provide a product list and/or photos of Fairtrade/ethically sourced items (wine, beer etc)	Products include: soft drinks, wine or beer, health and beauty, savoury snacks and nuts, cut flowers, fruit, cotton face masks.	Reviewing the product list and number of items purchased.	Mandatory criteria for award – MN007 in toolkit	Yes	By toolkit completion date – end of May 2024	Fairtrade Award Team – Catering Supplier	In Progress
8. Ensure point of sale (POS) material is advertised next to Fairtrade items in retail outlets	Up to date POS material in retail outlets on KU campus	Evidence of POS material in catering outlets.	Mandatory criteria for award – MN008 in toolkit	Yes	By toolkit completion date – end of May 2024	Fairtrade Award Team – Catering supplier	In Progress
9. To carry out relevant scoping activities amongst a broad range of its students and/or staff (not just those already engaged in the campaigns) to inform its Fairtrade work, and has made the findings publicly available.	Dissertation on the topic of Fairtrade will be conducted.	Publish and review of dissertation results.	Mandatory criteria for award – MN009 in toolkit	Yes	By toolkit completion date – end of May 2024	Fairtrade Award Team	In Progress

10. 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.	Making opportunities visible and available to students from any discipline to integrate issues of Fairtrade, trade justice or ethical consumption into their coursework.	Promote opportunities available to students and SDG mapping of courses conducted.	Mandatory criteria for award – MN010 in toolkit	Yes	By toolkit completion date – end of May 2024	Fairtrade Award Team	Not started
11. Annual progress report detailing progress on SMART action plan	Inclusion of progress detailed within Fairtrade Summary of Progress 2022 – 2024.	Fairtrade Summary of Progress 2022 - 2024 will be written in March 2024.	Mandatory criteria for award – MN011 in toolkit	Yes	By toolkit completion date – end of May 2024	Fairtrade Award Team	Not started

Version 1.0 Edited 06/09/2023

Version History

Date	Version Number	Edited by	Summary of Changes
06/09/2023	1.0	Rachel Walls, Stephanie Todd, Victoria Pontifex	Initial draft copy.
31/10/2023	2.0	Rachel Walls, Stephanie Todd, Victoria Pontifex	
07/11/2023	3.0	Stephanie Todd	Updated item 3 from in progress to complete.