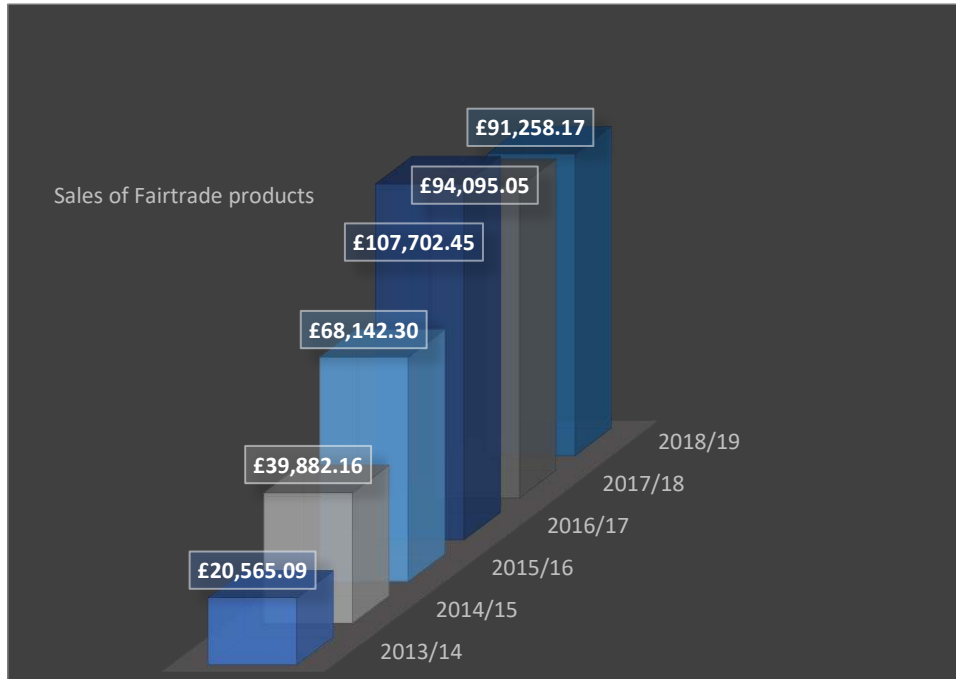


Fairtrade Impact Report September 2020

Sales of Fairtrade products have been maintained at a high level. Figures for the academic year 2019/20 have not been included due to the shut down of the University from March 2020 to September 2020 and a change in catering contractor.



Activities and events have continued to be held throughout the year. Fairtrade has been promoted at Freshers' Fair, during Green Week and mini Green Week. This is of course in addition to the usual Fairtrade Fortnight activities. Approximately 40 Fairtrade stickers were given to students at Freshers' Fair visiting the sustainability stall. During Green Week held in November 2019, Fairtrade products were promoted in our restaurants, Fairtrade drinks were offered during events and a hamper of Fairtrade products was given to the winner of the sustainability game.

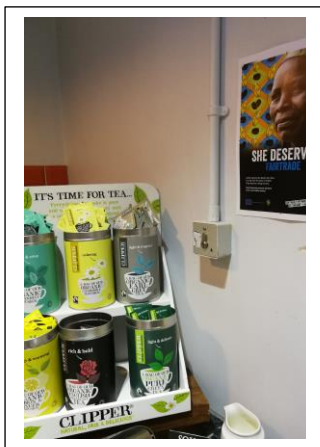


Fairtrade was also highlighted in the "let's talk sustainability" presentation held during Green week. It is estimated that Green Week events engaged about 250 to 300 students and staff.

Due to the success of Green Week, a mini Green Week was organised in March 2020. A number of external “eco” stalls were held on both campuses and Fairtrade tea, coffee, hot chocolate, chocolate bars and biscuits were given away to students and staff answering Fairtrade questions. It is estimated that at least 100 students and staff visited the Fairtrade stall.



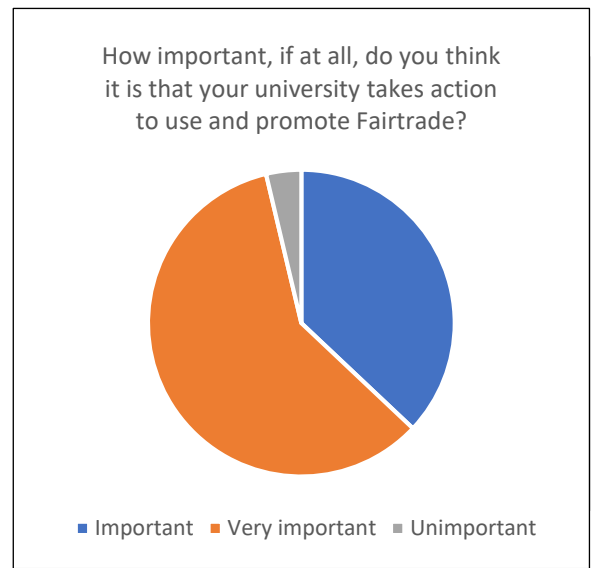
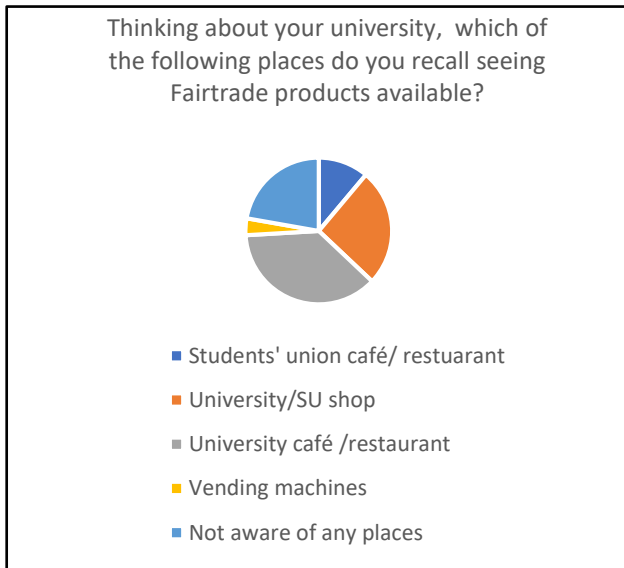
Fairtrade activities were held across the campuses to celebrate Fairtrade Fortnight. Fairtrade products were prominently displayed in various locations in both Otters restaurants with appropriate information about the benefits and impacts of Fairtrade. A new line of clothing to be offered in the SU shop was promoted on Fairtrade stalls held on both campuses, alongside information about Fairtrade. Sachets of coffee, tea, hot chocolate and biscuits were given away to promote and raise awareness of the Fairtrade logo, along with the obligatory stickers!



Two Chichester City Councillors joined us at the stall, helping to promote Chichester as a Fairtrade town and highlight where Fairtrade products can be bought off campus, in the local area. The monthly quiz on our sustainability and wellbeing scheme, Jump, was all about Fairtrade. It is estimated that about 150 students and staff were actively engaged in Fairtrade Fortnight activities.

Further promotion of Fairtrade was planned at the annual Spring Fair, organised by our second year Event Management students, but this event had to be cancelled due to Coronavirus.

The University has continued to liaise with the University of Middlesex and other members of the Fairtrade Network Group to share ideas and best practice. One of the ideas originating from this group, was to use the Fairtrade organisation’s national student Fairtrade survey to carry out a scoping activity to determine the level of understanding of Fairtrade and its importance, to a broad range of students and staff. This survey was launched to students in a number of Universities, including University of Chichester, in March 2020. One of the main findings from the survey at Chichester was that most respondents (96%) believe that it is important that the University uses and promotes Fairtrade products. However, 29% of respondents were not aware of where Fairtrade products are available on campus. This issue will be addressed in the next academic year.



All the findings from the survey are available in a separate report.

Progress to all tasks set during the 2019/20 academic year are included on the Action Plan below.

Fairtrade Action Plan V2 2019-20

| Task and appropriateness | Actions | Support/budget required | Measure of success | Responsibility | Timescale | Task achieved? |
|--|---|--------------------------------|--|--|---------------------------------|---|
| Ensure all students are aware of our Fairtrade status | Include Fairtrade in student's on-line induction information Required for CI001 | None | | Environmental Coordinator | September 2019 | Yes – information included |
| | Fairtrade chocolate to be used as student monthly Jump prize. | £5/month | Students continue to engage in Jump. New students win the monthly prizes. | Environmental Coordinator | October 2019 to June 2020 | Yes |
| Ensure new staff are aware of our Fairtrade status | Include Fairtrade in staff induction sessions Required for CI001 | None | Staff induction sessions carried out at least bimonthly | Environmental Coordinator | August 2020 | Yes |
| Promote Fairtrade at Fresher's Fair Required for CI010 | Fairtrade stickers to be given out to students to highlight that we are a Fairtrade University. | None stickers already obtained | Greater than 30 stickers given out. | Environmental Coordinator | 25 th September 2019 | Yes – approximately 40 stickers given out. |
| Ensure any retail, catering or other commercial outlets stock at least one Fairtrade certified line in at least 2 of the following <ul style="list-style-type: none"> • Soft drinks • Wine or Beer • Health & Beauty • Savoury snacks & nuts • Fruit Mandatory criteria MN007 | Check availability of products offered by Elior and the SU. | | At least one Fairtrade certified line available in The Shop, Otters and the SU bars in at least 2 of the following <ul style="list-style-type: none"> • Soft drinks • Wine or Beer • Health & Beauty • Savoury snacks & nuts • Fruit | Elior The Shop manager SU bars manager | August 2020 | Elior stock Fairtrade orange, apple and tropical juice. Fairtrade wine offered in hospitality. |

| Task and appropriateness | Actions | Support/budget required | Measure of success | Responsibility | Timescale | Task achieved? |
|--|--|---|--|----------------------------|---|--|
| Continually increase Fairtrade certified products in retail and catering outlets Mandatory criteria MN006 Data on sales required for PL003 and PL011. | Ensure Fairtrade certified products in the following categories are stocked in The Shop and catering outlets and work to increase either the number of lines OR number of items sold year on year: <ul style="list-style-type: none"> • Tea • Coffee • Sugar • Hot chocolate and cocoa • Chocolate, confectionary or snacks | Data required from Elior and The Shop Manager | Data provided by the SU and Elior on the number or sales value of Fairtrade items sold show an increase. | The Shop manager and Elior | Data to be provided for academic years 2017/18 and 2018/19 by the end of January 2020 and for 2019/20 at the end of August 2020. Data not obtained for 2019/20 due to lockdown and change of contractor. | Sales of Fairtrade products have increased since 2013/14. 2013/14 £20,565.09 2014/15 £39,882.16 2015/16 £68,142.30 2016/17 £107,702.45 2017/18 £94,095.05 2018/19 £91,258.17 |
| Re-introduce some Fairtrade cotton clothing lines for sale on campus Part of mandatory criteria MN006 Record sales of clothing Required for PL003 and PL011 | Re-introduce some SU branded clothing in The Shop. Encourage SU societies to use the Fairtrade clothing. | | Fairtrade branded clothing available in The Shop. | The Shop manager | June 2020 | Clothing manufactured from Fairtrade cotton and recycled plastic bottles ordered. Some Epona products still available. |
| Ensure there is up to date and effective Point of Sale (POS) material in all relevant outlets, highlighting Fairtrade products and providing information on the benefits of Fairtrade to growing communities. Mandatory criteria MN008 | POS material to be displayed in The Shop and catering outlets. This must be placed next to products to avoid confusion, and it should be dated and refreshed periodically. | | POS material displayed in The Shop and catering outlets with relevant dates. | The Shop manager and Elior | June 2020 | Photos of POS material available from Otters. |

| Task and appropriateness | Actions | Support/budget required | Measure of success | Responsibility | Timescale | Task achieved? |
|---|--|---|---|---------------------------|---|---|
| Promote Fairtrade in Green Week Mandatory criteria MN005 | Elior to offer Fairtrade promotions, promote the use of Fairtrade ingredients in menu offerings, offer Fairtrade activities and/or prominently display Fairtrade products with Fairtrade information. | | At least one promotion or activity offered or display in place. | Elior | 11 th to 15 th November 2019 | Partially – Fairtrade products promoted with POS Fairtrade information. |
| | Fairtrade hamper to be used as a prize for student and staff game. | £50 required for Fairtrade goods | Greater than 20 participants | Environmental Coordinator | 11 th to 15 th November 2019 | Yes - 23 participants |
| | Fairtrade to be highlighted in “Let’s talk about sustainability” presentations | None | At least 5 attendees at presentations | Environmental Coordinator | 11 th and 13 th November 2019 | No - 4 attendees at presentations |
| Partner with a local off-campus Fairtrade group, and work together on at least one project or campaign over the year. Required for CI004 | Chichester City representatives to help with Fairtrade stall during Fairtrade fortnight to promote Chichester as a Fairtrade city. Availability of Fairtrade products on and off campus to be highlighted. | £60 for Fairtrade coffee, tea, hot chocolate and biscuit give-aways | At least 50 staff and students attending stall | Environmental Coordinator | March 4 th 2020 | Yes – at least 50 attendees to stall |

| Task | Actions | Support/budget required | Measure of success | Responsibility | Timescale | Task achieved? |
|--|---|---------------------------------------|---|---------------------------|--|---|
| Proactively collaborate with another aspiring Fairtrade University or College in achieving Fairtrade status and demonstrate how their involvement has enabled the attainment of the award. Required for CI006 | Continue to liaise with University of Middlesex and other members of the Fairtrade Network Group to share ideas and best practice. | None | Ideas generated by the group implemented by the University and/or ideas from the University shared with others. | Environmental Coordinator | Ongoing | Yes |
| Fairtrade Fortnight activities Mandatory criteria MN004 | The Shop to offer Fairtrade promotions and/or prominently display Fairtrade products with Fairtrade information. | | At least one promotion offered or display in place. | The Shop Manager | March 4 th and 5 th | Yes - New Fairtrade clothing line displayed on Fairtrade stalls at both campuses. |
| | Elior to offer Fairtrade promotions, promote the use of Fairtrade ingredients in menu offerings, offer Fairtrade activities and/or prominently display Fairtrade products with Fairtrade information. | | At least one promotion or activity offered or display in place. | Elior | 24 th February to March 7 th | Fairtrade products prominently displayed in various locations in Otters with appropriate information. |
| | Give out freebies of sachets of Fairtrade coffee, tea and hot chocolate, stickers and Fairtrade information. | £100 for sachets (£60 spent) | At least 100 sachets given out. | Environmental Coordinator | March 4 th and 5 th | Yes – at least 100 sachets given out. |
| | Monthly Jump quiz to be based on Fairtrade in February. | Quiz to be included by Green Rewards. | At least 20 participants | Environmental Coordinator | February 2020 | Quiz included. 15 participants |

| Task | Actions | Support/budget required | Measure of success | Responsibility | Timescale | Task achieved? |
|---|---|--|---|---------------------------|---|---|
| Promote Fairtrade in "Eco" stalls visits Mandatory criteria MN005 | Give out freebies of sachets of Fairtrade coffee, tea and hot chocolate for answering Fairtrade questions. | Use remaining sachets from Fairtrade Fortnight | At least 100 sachets given out | Environmental Coordinator | 9 th and 11 th March 2020 | Yes – at least 100 sachets given out. |
| Promote Fairtrade at the Spring Fair Mandatory criteria MN005 | Give out freebies of sachets of Fairtrade coffee, tea and hot chocolate for answering Fairtrade questions. | Use remaining sachets from Fairtrade Fortnight | At least 100 sachets given out. | Environmental Coordinator | 24 th April 2020 | Fair cancelled due to Covid19 |
| Provide and publicise opportunities for students to investigate Fairtrade, trade justice or ethical consumption issues on or off-campus within their course work or dissertations. Mandatory criteria MN010 | Make opportunities visible and available to students from any discipline to integrate issues of Fairtrade, trade justice or ethical consumption into their coursework. List topics or research questions on website or provide examples of how specific tutors embed these issues into their promotion of project ideas for students to undertake. Publicise opportunities through a variety of channels. | Support required from academic staff. | At least one piece of coursework or dissertation carried out by a student each academic year. | | | IBE Student essay competition in Business Ethics publicised in the Business School January 2020 Global Citizenship offered as part of BA(Hons) primary teaching course. https://www.chi.ac.uk/teacher-training-and-education/education-and-teaching-courses/undergraduate/ba-hons-primary-teaching-qts |

| Task | Actions | Support/budget required | Measure of success | Responsibility | Timescale | Task achieved? |
|--|--|---|--|---------------------------|-----------------------------------|--|
| Include Fairtrade in our hospitality offering. Required for PL006 | Ensure Fairtrade is served as standard in hospitality across all products with a Fairtrade option such as tea, coffee, sugar etc. or demonstrate progress has been made over the last two years to put this into practice. | | Fairtrade items included in hospitality offering | Elior | Ongoing until June 2020 | Yes, tea and sugar offered is Fairtrade. Fairtrade coffee in sachets currently not available through Elior suppliers. |
| Include up to date information on Fairtrade activities on the website/Intranet/Moodle which can be easily found and well used. Required for CI007 | Use the Intranet, Moodle and University newsletter to promote and report on Fairtrade activities. | Help from IT and marketing. | Items can be found on various communication channels and information is kept up to date. | Environmental Coordinator | Ongoing until August 2020 | Yes information on website, intranet and Moodle |
| Carry out relevant scoping activities amongst a broad range of students and/or staff to determine the level of understanding of Fairtrade and its importance to them and make the findings publicly available. Mandatory criteria MN009 | Use Fairtrade's national student Fairtrade survey to complete this criterion. Work with University of Middlesex and other members of the networking group to launch during Fairtrade fortnight. | Survey to be put together by University of Middlesex. | 30 respondents to the survey from University of Chichester. | Environmental Coordinator | Survey to be launched March 2020. | Survey launched on Intranet and newsletter. 36 respondents from UoC. Results publicised on website November 2020. |
| Publish an annual progress report on our actions on Fairtrade, trade justice and ethical consumption. Refer | Produce report on Fairtrade actions and the impact this has had on staff and students. Or this could be an | | Report or display of outcomes published on the website. | Environmental Coordinator | August 2020 | Impact report publicised on website November 2020. |

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|---|---|--|--|--|--|--|
| <p>to the tasks and progress made through this SMART action plan and make publicly available. This can be part of a wider sustainability report.</p> <p>Mandatory criteria MN011</p> | <p>informal display of outcomes on the website.</p> | | | | | |
|---|---|--|--|--|--|--|