

## Queen's University Fairtrade Action Plan

Action	Specific	Measurable	Appropriate	Responsible Individual	Status	Status Update
<b>Regular meetings of the Fairtrade Steering Group (FTSG)</b>	<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>	<p><i>Members of the Steering Group include Brian Horgan &amp; Gary Daly from Campus Food and Drink; John McCann, Naomi Martin and Rachel Vaughan from Sustainability Team, Michael Mooney from Estates Directorate, Lorraine Meneilly, Student Plus, Laura Steele, Business School, SU Officer, Student's Union, Jonny Baxter, Students' Union.</i></p> <p><i>The Steering Group have come together on the following dates: 25/10/2023, 12/2/2024, 4/9/2024, 22/10/2024, 28/1/2025, 7/04/2025.</i></p> <p><i>A minimum of 4 meetings take place throughout the academic year.</i></p>
<b>Regular meetings of the Fairtrade Steering Group (FTSG)</b>	<i>A call for additional FTSG members will be undertaken</i>	<i>Continual review into membership is undertaken, with an open invitation sent to the Students' Union and our Students.</i>  <i>Staff are replaced when a space becomes available.</i>	<i>Mandatory criteria</i>	<i>Brian Horgan</i>	<i>Ongoing</i>	<p><i>The SU President has an open and ongoing invitation to join the Steering Group. The Committee Chair sent a follow up email to our SU President on the 21 November 2024.</i></p> <p><i>In March 2025 Jonny Baxter, Volunteer SU Officer was invited to join the Fairtrade Committee. Lia McKenzie, Sustainability Communications Coordinator, also joined the group in March 2025.</i></p> <p><i>Continual efforts are undertaken by members of the committee to engage and invite students to take part in the Fairtrade Committee.</i></p>
	<i>More student representation on the FTSG will be sought from Student Council</i>		<i>Mandatory criteria</i>	<i>Brian Horgan</i>	<i>Ongoing</i>	
<b>A SMART Action Plan will be created, updated and made available</b>	<i>The plan will pave the way for QUB to reapply 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</i>	<i>Mandatory criteria</i>	<i>Gary Daly and Rachel Vaughan</i>	<i>Complete and updated annually</i>	<i>The Fairtrade SMART Action Plan has been updated. It is updated and agreed within quarterly Fairtrade Steering Group meetings.</i>

		<i>University website</i>				
<b><i>Public commitment</i></b>	<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>	<p><i>The Sustainable Food 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). Updated in March 2025.</i></p> <p><i>The following wording has been added to the existing policy in March 2025:</i>  <i>'Ensure Campus Food and Drink continue to comply with The University Caterers organisation's (TUCO) Frameworks and support Fairtrade and ethical trade via there supply chain. Continual review into potential participation of further relevant benchmarks and standards will take place annually (E.g. Food for Life Served Here Award, Food Made Good Rating).'</i></p>
<b><i>Hold a series of events over FT Fortnight</i></b>	<i>A minimum of two events, for staff and students, to take place within the Fairtrade Fortnight</i>	<i>Numbers will be recorded, with photos etc promoted via social media and Queen's website.</i>	<i>Mandatory criteria</i>	<i>Lorraine Meneilly Jonny Baxter Rachel Vaughan Naomi Martin</i>	<i>Annual</i>	<p><i>Annual Fairtrade Coffee Mornings were discussed with the Fairtrade Steering Group - for 2025, student coffee mornings took place on 15<sup>th</sup> Sunday and 22<sup>nd</sup> September. Free Fairtrade tea, coffee and buns were made available to recently arrived students – enabling them to form new connections whilst learning about Fairtrade.</i></p> <p><i>A Fairtrade Stall was hosted as part of Fresher's Fair which coincided with Fairtrade Fortnight (9 – 22 September). Students were able to learn about what the University are doing around sustainability, how they can get involved and the benefits of Fairtrade to works, the environment and them as individuals.</i></p> <p><i>A 'Meet the Caterers on Campus' event was hosted on the 13 September 2024. This was an opportunity for buyers to meet the catering suppliers on campus and find out about the different catering solutions they can offer. This included the range of Fairtrade products that are available to Queen's community.</i></p>

						<i>Going forward, a range of Fairtrade events will be hosted in September and November, as part of Fairtrade Fortnight and European Week for Waste Reduction.</i>
<b><i>Host a FT campaign outside of FT fortnight</i></b>	<i>As part of European Week for Waste Reduction, an ethical consumption event will be hosted and promoted in partnership with Belfast City Council.</i>	<i>The number of attendees will be recorded</i>	<i>Mandatory criteria</i>	<i>Lorraine Meneilly Jonny Baxter Rachel Vaughan Naomi Martin</i>	<i>Annual</i>	<i>A Repair Café was hosted as part of European Week for Waste Reduction on 18 November 2024. The event focused on sustainable, ethical purchasing and repairing rather than purchasing new. A total of 100 people attended this event. Fairtrade tea and coffee was provided, with information provided to attendees on the importance of what they purchase and the impacts they as individuals can have.</i>  <i>Going forward, a range of Fairtrade events will be hosted in September and November, as part of Fairtrade Fortnight and European Week for Waste Reduction.</i>
<b><i>QUB operated catering &amp; retail outlets must stock, and have plans to increase when appropriate: Tea, Coffee, Sugar, Hot chocolate, Chocolate/confectionery &amp; Cotton clothing.</i></b>	<i>Great Hall</i>	<i>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</i>	<i>Mandatory criteria</i>	<i>Brian Horgan and Angela McCormick</i>	<i>Ongoing</i>	<i>Everything but clothing.</i>
	<i>Riddel Hall</i>	<i>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</i>	<i>Mandatory criteria</i>	<i>Brian Horgan and Angela McCormick</i>	<i>Complete</i>	<i>Everything but clothing.</i>
	<i>Union Shop</i>	<i>The SU shop stocks a wide range and variety of FT products.</i>	<i>Mandatory criteria</i>	<i>Glenn Patterson and Grainne Doherty</i>	<i>Complete</i>	<i>Everything but clothing.</i>

		<i>Complete FT section in store</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>Everything but clothing.</i>
<b><i>QUB operated catering and retail outlets stock a FT line in at least two of the following categories: Soft drinks, Wine &amp; beer, Health &amp; beauty, Savoury Snacks &amp; nuts, Cut flowers, Fruit, Cotton face masks</i></b>	<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>The following Fairtrade Accredited products are available within Queen's:</i> <ul style="list-style-type: none"><li><i>Soft drinks - tea, coffee and hot chocolate</i></li><li><i>Wine - available on request</i></li><li><i>Fruit - bananas</i></li><li><i>Snacks - chocolate</i></li></ul>
	<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>The following Fairtrade Accredited products are available within Queen's:</i> <ul style="list-style-type: none"><li><i>Soft drinks - tea, coffee and hot chocolate</i></li><li><i>Wine - available on request</i></li><li><i>Fruit - bananas</i></li><li><i>Snacks - chocolate</i></li></ul>
	<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>The following Fairtrade Accredited products are available within Queen's:</i> <ul style="list-style-type: none"><li><i>Soft drinks - tea, coffee and hot chocolate</i></li><li><i>Wine - available on request</i></li><li><i>Fruit - bananas</i></li><li><i>Snacks - chocolate</i></li></ul>
<b><i>Up to date POS info next to FT products</i></b>	<i>Leaflets and posters in place</i>	<i>Yes - monthly audit on compliance</i>	<i>Mandatory criteria</i>		<i>Ongoing</i>	<i>Fairtrade posters are displayed in university owned cafés – such as Business &amp; Beans.</i>
	<i>Highlighted on GH/RH menus &amp; online order system</i>	<i>Yes - monthly audit on compliance</i>	<i>Mandatory criteria</i>	<i>Gary Daly</i>	<i>Complete</i>	<i>Fairtrade information is displayed on the online system for GH and RH.</i>

<b><i>Within the last 2 years, relevant scoping activities amongst staff and students</i></b>	<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>Gary Daly Rachel Vaughan</i>	<i>Ongoing</i>	<p><i>A Campus Food and Drink Survey was released w/c 20 March 2023. Survey results can be found in the appendix of our Fairtrade report.</i></p> <p><i>On Friday 4 April Campus Food and Drink, alongside the Sustainability Team, hosted a focus Group with 10 members of Queen's Community (5 staff and 5 students). This focus group aimed to establish a baseline for our community's knowledge about Fairtrade and ethical purchasing, and what the University is doing to ensure their procurement is ethical.</i></p> <p><i>The following questions were asked, and a detailed analysis of the findings can be found within the Fairtrade Report.</i></p> <ul style="list-style-type: none"> <li><i>• What does ethical purchasing mean to you?</i></li> <li><i>• Is it important the University takes account of ethical considerations when they are making purchases?</i></li> <li><i>• Is it important that the University buys and promotes Fairtrade products?</i></li> <li><i>• Have you heard about Fairtrade campaigns, events and initiatives taking place in the University over the last year?</i></li> <li><i>• Do you know you can purchase Fairtrade products on campus?</i></li> </ul>
<b><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></b>	<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 Laura Steele</i>	<i>Ongoing</i>	<p><i>Laura Steele, an Academic within the School of Management, joined the FTSG in 2023 to ensure ethical consumption and trade research is ongoing within the Business School. On the 27 June 2024 Laura hosted a 'Focus on Fairtrade' sessions with her students. They learnt about ethical business practices, the Fairtrade Accreditation and helped the Sustainability Team think of a few fairtrade themed sustainability ideas. A total of 40 students took part.</i></p> <p><i>Due to the success of the session, it is hoped this is replicated over the coming years.</i></p>

<b><i>Publish annual progress/impact report</i></b>	<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>An updated Fairtrade Report was published in April on Queen's University Sustainability website. Previous report findings can be found in the appendix of the report.</i>  <i>A new report is produced every 2 years.</i>
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