



Fairtrade SMART Action Plan 2022/24



ISSUE 7

February 2024

(Please refer to Sustainability or Students' Union Webpages for most up to date version)

ACTION COMPLETED

to be confirmed

Action Number	Action	Baseline Status	Specific	Measurable	Appropriate	Realistic	Time	Fairtrade criteria	Who is Responsible	Status
1 - 22/24	Award Meeting July 2022	Review of 2022 Award report	Review of report to add actions to new SMART Action Plan 2022/24	Defining of all required actions and progress made	MN001	Focus for 2022/24 submission	Jul-22	MN001 - Leadership and strategy – Mandatory - The partnership has a working or co-ordinating group that meets regularly and formally leads on efforts to attain, or retain Fairtrade University and College Award status	Students' Union and Cardiff Met University	Completed
2 - 22/24	Renewal Meeting	Meeting planned for 4/8/22 to present new Smart action plan for March 2024 award submission	Reviewing criteria for Fairtrade University Award.	Actions and agenda agreed prior for upcoming steering group meeting.	MN001	SU and University co-ordinators.	Aug-22	MN001 - Leadership and strategy – Mandatory - The partnership has a working or co-ordinating group that meets regularly and formally leads on efforts to attain, or retain Fairtrade University and College Award status	Students' Union and Cardiff Met University	Meeting planned for 4/8/22
3 - 22/24	Review of University's Fairtrade Policy.	Policy approved Management Board July 2022	Review and update policy in line with new criteria.	Policy will be updated and published publically on Sustainability and Students' Union external webpage.	MN003	Members of steering group able to complete. Managers and catering outlets input and approval available.	Presentation to Management Board for policy approval	MN003 - Leadership and strategy - Mandatory - The partnership has published a public commitment of intent to support and champion Fairtrade and its values within the last two years signed by senior management across the organisations and their retail and catering outlets.	Management Board	Policy updated and agreed by Management Board and published July 2022.
4 - 22/24	Publish public commitment of intent.	Statement completed with advertisement of Fairtrade status, publication of Policy	The University and SU has a public commitment of intent that states we will support and champion Fairtrade and it's values. Signed by senior management and retail and catering outlets.	Publication of Policy, current Fairtrade status	MN003	Can draft statement for approval by steering group, catering and retail outlets and senior management.	Every two years.	MN003 - Leadership and strategy - Mandatory - The partnership has published a public commitment of intent to support and champion Fairtrade and its values within the last two years signed by senior management across the organisations and their retail and	Fairtrade Steering Group	Completed
5 - 22/24	SMART Action Plan.	Action plans Issue 1 -4 for 2022 Award submission as starting point.	Design action plan to meet specific criteria for Fairtrade award.	Creation of action plan and publish on external webpage. Review regularly	MN002	Steering group allocated resources to agreed Action Plan.	Updated after August 2022 meeting	MN002 - Leadership and strategy - Mandatory - The partnership has a SMART action plan on Fairtrade and has published it. It should include operational considerations such as procurement and catering, campaigning and influencing, engagement and communications and a strong focus on the monitoring and evaluation of all activities.	Fairtrade Steering Group	Action plan created. To be updated continually and published on websites.
6 - 22/24	Fairtrade Steering Group.	Fairtrade group meets termly. Dates planned for 2022/23	Fairtrade group to re-convene and meet regularly	Agenda, minutes and attendees. Evidence to be uploaded after each meeting	MN001	Led by President of the Students' Union. Attended by staff and students of Cardiff Met and SU.	Each term	MN001 - Leadership and strategy – Mandatory - The partnership has a working or co-ordinating group that meets regularly and formally leads on efforts to attain, or retain Fairtrade University and College Award status	Students' Union and Cardiff Met University	Meetings taking place termly, with ad hoc near to Fairtrade Fortnight
7 - 22/24	Terms of Reference	Previous attendees for committee structure.	Decide who is going to be attending the committee and the targets and objectives of Environmental Management System for the Students' Union, Paper & Print, Sustainability Engagement and Sustainable Food	Implementing the actions of the SMART Action Plan.	MN001 and MN003	Terms of Reference to be reviewed at Sept 2022 meeting	Sep-22	MN001 - Leadership and strategy – Mandatory - The partnership has a working or co-ordinating group that meets regularly and formally leads on efforts to attain, or retain Fairtrade University and College Award status. MN003 - Leadership and strategy - Mandatory - The partnership has published a public commitment of intent to support and champion Fairtrade and its values within the last two years signed by senior management across the organisations and their retail and catering outlets.	Fairtrade Steering Group	terms of reference reviewed November 2022
8 - 22/24	Consider Fairtrade Fortnight events that can be delivered by SU / Cardiff Met Catering	Events delivered for Feb 2022. Increase for 2023	Special offers, point of sale	Number of events, number of engagements, number of surveys completed	MN004	Increase in number of events, engagements and surveys completed	Dec 2022 meeting agreement	MN004 - Campaigning and Influencing - Mandatory The partnership has held a series of events/promotions/engagement activities during Fairtrade Fortnight (February/March every year) and has measured impact across the events.	Fairtrade Steering Group	For Fairtrade Steering Group agenda
9 - 22/24	Meeting of Steering Group to Plan Fairtrade Fortnight.	Meeting planned.	Meeting will review last years activities and to devise a survey of Fairtrade awareness on campus. Will also review ideas and budget for events for Fairtrade Fortnight.	Agenda, minutes and attendees.	MN004	Led by President of the Students' Union. Attended by staff and students of Cardiff Met and SU.	Before Fairtrade Fortnight.	MN004 - Campaigning and Influencing - Mandatory The partnership has held a series of events/promotions/engagement activities during Fairtrade Fortnight (February/March every year) and has measured impact across the events.	Fairtrade Steering group.	Meetings all diarised for 22/23

10 - 22/24	Co-ordinate Comms and Marketing for Fairtrade Fortnight.	Plans for Comms and Marketing have been discussed.	Measure impact of each event, attendance, engagement and social media response	Review Twitter and Facebook activity. Number of attendees. Measured impact of events.	MN004	Sustainability staff and relevant staff from SU have time set aside to plan and carry out the marketing.	Before and during Fairtrade Fortnight.	MN004 - Campaigning and Influencing - Mandatory The partnership has held a series of events/promotions/engagement activities during Fairtrade Fortnight (February/March every year) and has measured impact across the events.	Relevant Sustainability and SU staff.	Completed
11 - 22/24	Consider Fairtrade Fortnight Bake-off Event.	No previous similar events.	A baking event where Fairtrade ingredients will be used to make the baked goods.	Attendees and interaction with the baking event is measurable. Interaction with social media post also measurable. Measuring how many people we engage with, how many promotional materials are given out.	MN004	Staff and students can participate. Event can be held on campus with the Fairtrade Steering group able to plan.	Plan in Jan for Feb 2023 delivery	MN005 - Campaigning and Influencing – Mandatory- The partnership has devised and successfully delivered one or more innovative campaigns on Fairtrade, trade justice or ethical consumption in the last year, which have been run in partnership with students	Fairtrade Steering group.	not delivered
12 - 22/24	Review Fairtrade Football event from 2022	review of feedback and attendance of 2022 event	Analysis of event attendance; considerations for 2023 event during Fairtrade Fortnight	Attendees and interaction with the football event is measurable. Interaction with social media post also measurable. Measuring how many people we engage with, how many promotional materials are given out.	MN004	Staff and students can participate. Event can be held on campus with the Fairtrade Steering group able to plan.	review prior to Dec 2022 to decide whether to deliver for Feb / Mar 2023 Fairtrade Fortnight	MN005 - Campaigning and Influencing – Mandatory- The partnership has devised and successfully delivered one or more innovative campaigns on Fairtrade, trade justice or ethical consumption in the last year, which have been run in partnership with students	Fairtrade Steering Group	reviewed and decided not to deliver for 2023
13 - 22/24	Fairtrade Fortnight Product Tasting.	Similar events previously held by Students' Union.	Students' Union stall in Fairtrade Fortnight will hold a tasting session for staff and students to try Fairtrade food products. To try and increase awareness and interest in the products.	Interaction with stall and promotional social media posts measurable. Measuring how many people we engage with, how many promotional materials are given out.	MN004	Students' Union hold a stall annually at Fairtrade Fortnight. This event will be integrated into their planning for the week.	During Fairtrade Fortnight 2023	MN004 - Campaigning and Influencing - Mandatory The partnership has held a series of events/promotions/engagement activities during Fairtrade Fortnight (February/March every year) and has measured impact across the events.	Executive Assistant Students' Union.	Delivered a food tasting as part of 1st March 2023 Chocolate tasting quiz with Welsh Government Minister in attendance
14 - 22/24	Fairtrade coffee morning and quiz - to be held before Fairtrade Fortnight to raise awareness of planned events during Fairtrade fortnight	Similar events previously held by Students' Union.	Students' Union stall in Fairtrade Fortnight will hold a tasting session for staff and students to try Fairtrade food products. To try and increase awareness and interest in the products.	Interaction with stall and promotional social media posts measurable. Measuring how many people we engage with, how many promotional materials are given out.	MN005	Students' Union hold a stall annually at Fairtrade Fortnight. This event will be integrated into their planning for the week.	During Fairtrade Fortnight 2023	MN005 - Campaigning and Influencing – Mandatory- The partnership has devised and successfully delivered one or more innovative campaigns on Fairtrade, trade justice or ethical consumption in the last year, which have been run in partnership with students	Executive Assistant Students' Union.	Didn't take place due to workload and effort for the Welsh Ministers visit for Fairtrade Presentation and Chocolate tasting quiz
15 - 22/24	Fairtrade Community Day	Monthly term time event for staff, students and the local community to attend	Students' Union stall at the Community Day to raise Fairtrade Awareness and promotion of food products. To try and increase awareness and interest in the products & award.	Interaction with stall and promotional social media posts measurable. Measuring how many people we engage with, how many promotional materials are given out.	MN005	Students' Union hold a Fairtrade stall at the monthly term time event.	monthly term time	MN005 - Campaigning and Influencing – Mandatory- The partnership has devised and successfully delivered one or more innovative campaigns on Fairtrade, trade justice or ethical consumption in the last year, which have been run in partnership with students	Executive Assistant Students' Union.	stall on 17/1/23; 23/2/23 & 14th March 23
16 - 22/24	Fairtrade at GO Green Week Feb 2023	Students' Union stall amongst other green initiative awareness campaigns for Campus	Students' Union stall at Go Green Week to raise Fairtrade Awareness and promotion of food products. To try and increase awareness and interest in the products & award.	Interaction with stall and promotional social media posts measurable. Measuring how many people we engage with, how many promotional materials are given out.	MN005	Students' Union hold a Fairtrade stall at the annual Go Green Week event.	for one week	MN005 - Campaigning and Influencing – Mandatory- The partnership has devised and successfully delivered one or more innovative campaigns on Fairtrade, trade justice or ethical consumption in the last year, which have been run in partnership with students	Executive Assistant Students' Union.	Stall on 6th March 2023
17 - 22/24	Fairtrade information stand at Freshers Fayre	Expressions of interest to be collated from 1st years for prospective involvement in Fairtrade Steering Committee, Fairtrade events or a Fairtrade Society	Collate a mailing list of interested Freshers to invite them to attend termly Fairtrade Steering Group; set-up a relevant society or attend Fairtrade events.	Interaction with stall and promotional social media posts measurable. Measuring how many people we engage with, how many promotional materials are given out.	MN005	Students' Union hold a Fairtrade stall at the annual Freshers Fayre event.	for one day each year	MN005 - Campaigning and Influencing – Mandatory- The partnership has devised and successfully delivered one or more innovative campaigns on Fairtrade, trade justice or ethical consumption in the last year, which have been run in partnership with students	Executive Assistant Students' Union.	Stall planned for 2023 Freshers - 20/9/23

18 - 22/24	Each outlet to provide previous terms product range sales of Fairtrade products at each Fairtrade Steering Group meeting	September 2022 meeting will provide the baseline data for the Summer term 2022 data. This will be updated as evidence.	Students' Union outlets, Catering and Hospitality & Print Studio	Each outlets contribution will be added into a spreadsheet to demonstrate increase in range and sales	MN006	Collation of spreadsheet will demonstrate increase in range and sales	At each termly meeting	MN006 - Procurement, Retail & Catering - Mandatory - 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: <ul style="list-style-type: none"> • Tea • Coffee • Sugar • Hot chocolate and cocoa • Chocolate, confectionary or snacks • Cotton clothing 	All Steering group	completed
19 - 22/24	Request Fairtrade Media Templates and Promotion Materials for Point of sale, events and campaigns	No promotional materials.	Order promotional material from Fairtrade Foundation.	Promotional materials received.	MN008	Products available on Fairtrade Foundation website.	prior to Fairtrade Fortnight	MN008 - Procurement, Retail & Catering - Mandatory - 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. This POS should be clearly displayed next to the relevant products to avoid confusion, and it should be refreshed periodically.	Students' Union	completed at each Fairtrade meeting
20 - 22/24	Fairtrade Hospitality	Fairtrade available in University hospitality brochure.	Review brochure to show POS information. Ensure that hospitality deliveries provide information on the Fairtrade products delivered.	Statistics for number or orders of Fairtrade products. Reviewing any feedback received on products from staff. Screenshots of updated brochure.	MN008	Catering and hospitality manager can obtain information from suppliers.	By Fairtrade Fortnight.	MN008 - Procurement, Retail & Catering - Mandatory - 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. This POS should be clearly displayed next to the relevant products to avoid confusion, and it should be refreshed periodically.	Catering and hospitality manager	completed
21 - 22/24	Point of sale information displays (at counters, brochures and on-line)	Point of sale information displays after audit Dec 2022	Each Catering Outlet, SU Bar and Shop and Print Studio	Audit to be completed by Dec 2022 for baseline	MN008	regular updates of point of sale signage to be provided for Fairtrade evidence with location and dates	at each Fairtrade meeting	MN008 - Procurement, Retail & Catering - Mandatory - 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. This POS should be clearly displayed next to the relevant products to avoid confusion, and it should be refreshed periodically.	SU Catering, Print and Catering & Hospitality Manager	completed
22 - 22/24	Review Hospitality Booking System Confirmation.	No indication in booking confirmations that hospitality provides Fairtrade products.	Review booking confirmation statement for hospitality to include an indication of the University's Fairtrade status. Review the possibility of each Fairtrade product declaring that they are Fairtrade.	Fairtrade information available when booking hospitality. Photos of information provided.	MN008	Catering and hospitality manager can obtain information from suppliers. Promotional material can be obtained from Fairtrade Foundation website.	By Fairtrade Fortnight.	MN008 - Procurement, Retail & Catering - Mandatory - 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. This POS should be clearly displayed next to the relevant products to avoid confusion, and it should be refreshed periodically.	Catering and hospitality manager.	completed
23 - 22/24	Any social media activity relating to Fairtrade to be collated and forwarded for evidence	SU, Cardiff Met Catering and Sustainability social media accounts - data analysis	SU, Cardiff Met Catering and Sustainability social media accounts - data analysis - review engagements and attendee numbers if applicable	Social media engagements and attendee numbers if applicable	MN005	Continue to engage students, staff and or the local community on or off campus to widen the reach and impact of Fairtrade events and information.	Ongoing year on year.	MN005 - Campaigning and influencing – Mandatory- The partnership has devised and successfully delivered one or more innovative campaigns on Fairtrade, trade justice or ethical consumption in the last year, which have been run in partnership with students	Fairtrade Steering Group	part of Impact of events
24 - 22/24	Review Fairtrade products sold in all the Cardiff Met and Students' Union catering and retail outlets.	Currently Fairtrade products are sold and promoted at both Cardiff Met and Students' Union catering and retail facilities.	Review what products from each product lines are stocked in each outlet. Determine how to increase either the number of product lines or the amount of stock sold in each outlet.	Monthly summary of stocklists from each outlet. Photos of products stocked, periodically updated.	MN006 and MN007	Each outlet will have to be audited separately to decide what products are appropriate and how their stock can be increased in line with the University and Students' Union Guidelines.	Ongoing year on year.	MN006 - Procurement, Retail & Catering - Mandatory - 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: <ul style="list-style-type: none"> • Tea • Coffee • Sugar • Hot chocolate and cocoa • Chocolate, confectionary or snacks • Cotton clothing 	Catering and hospitality manager and the Students' Union Commercial Operations.	completed
25 - 22/24	Review cotton products.	No Fairtrade cotton products currently sold in any University outlets.	Review whether the cotton products sold by the University and Students' Union retailers are Fairtrade.	Sales numbers from each outlet. Stock order and delivery forms.	MN006	Cotton products are available to stock. The Fairtrade Steering Group must work with University and Students' Union outlets to decide what products would be appropriate to sell.	Before end of toolkit.	MN006 - Procurement, Retail & Catering - Mandatory - 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: <ul style="list-style-type: none"> • Tea • Coffee • Sugar • Hot chocolate and cocoa • Chocolate, confectionary or snacks • Cotton clothing 	Fairtrade Steering group and retail outlets and University / SU procurement, Print Studio	completed - Hoodies, t-shirts and polo's

26 - 22/24	Review POS materials in all the Cardiff Met and Students' Union catering and retail outlets.	There is some POS information in outlets.	Review with catering and retail outlets what POS material is appropriate and coordinate with the relevant staff to ensure POS material is maintained and updated periodically. Order POS materials from Fairtrade Foundation.	Orders of POS material from Fairtrade Foundation. Measure any impact on sales or awareness. Photographs evidencing POS material.	MN008	Each outlet will have to be audited separately to decide what POS materials are appropriate.	Ongoing year on year.	MN008 - Procurement, Retail & Catering - Mandatory - 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. This POS should be clearly displayed next to the relevant products to avoid confusion, and it should be refreshed periodically.	Catering and hospitality manager and the Students' Union.	completed
27 - 22/24	Student led innovative campaigns.	Previous event with Climate Justice Society - a quiz	Determine with students network and timetable of planned events. One per term minimum and stall at community days.	Impacts from events will be measured in sales numbers, interactions with campaigns both in person and on social media.	MN005	Will use a student survey to actively search for participants.	Before end of toolkit.	MN005 - Campaigning and Influencing – Mandatory- The partnership has devised and successfully delivered one or more innovative campaigns on Fairtrade, trade justice or ethical consumption in the last year, which have been run in partnership with students	Students' Union societies, SU Environment Rep and SU Reps.	completed
28 - 22/24	Review Fairtrade Products on Sale and the POS Signage for Fairtrade Fortnight.	Currently Fairtrade products are sold and promoted at both Cardiff Met and Students' Union catering and retail facilities. In past more products have been promoted during Fairtrade Fortnight.	Review any improvement in Fairtrade products sold since the 2022 Fairtrade Fortnight event, at catering and retail facilities belonging to both Cardiff Met and the Student's Union. Create specific Fairtrade section in each catering and retail outlet.	Range of products available, volume sold. Review any increase from previous two week period of sales.	MN004, MN006, MN007 and MN008.	Relevant staff and/or students have the time to audit the products sold at the University before Fairtrade Fortnight.	Before Fairtrade Fortnight.	MN004, MN006, MN007 and MN008.	Relevant Sustainability and SU staff.	students have pcteleavntp
29 - 22/24	Fairtrade Survey.	Current staff and students understanding of Fairtrade and the amount they rate it's significance is unknown.	To gain an understanding of staff and students knowledge of Fairtrade the National Student Fairtrade Survey will be used. During Fairtrade Fortnight the survey will be conducted across the University.	Interaction with the survey and participant numbers. Number of completed surveys. Carried out at community days in February/March.	MN004 and MN009	Survey attainable from Fairtrade Foundation. Members of steering group can use the University insite and email systems, or face to face surveying to access participants.	Next Steering Group meeting.	MN004 and MN009	Fairtrade Steering group.	Survey to be reviewed from 2022 and updated
30 - 22/24	Post Fairtrade Fortnight Meeting.	Fairtrade Fortnight for current year not yet held.	A meeting will be held with the Steering Group to discuss the successes of Fairtrade Fortnight and the impact of the events. Improvements for next year will also be discussed.	Agenda, minutes and attendees.	MN002 and MN004	Led by President of the Students' Union. Attended by staff and students of Cardiff Met and SU.	After Fairtrade Fortnight. Exact date TBC.	MN002 and MN004	Fairtrade Steering group.	completed
31 - 22/24	Fairtrade Steering Group to review 2022 survey and re-publish for 2023	Survey findings from 2022 survey	Fairtrade Steering Group to advertise and encourage the completion of the Fairtrade Survey during Fairtrade Fortnight - survey open during February 2023	Review of 2023 survey results for increase in completion, awareness and action of suggestions and improvements identified	MN009	The Fairtrade Steering Group can find volunteers to participate in the completion of the Fairtrade survey with findings made public.	complete all by end of March 2023	MN009 - - Research and curriculum - Mandatory - Within the last two years the partnership has successfully carried 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 publically available.	Fairtrade Steering group.	completed
32 - 22/24	Opportunities for Students with real world projects.	There are opportunities for students to engage with real projects - specifically Fairtrade	Ensure that the real world projects offered to students include Fairtrade topics.	Students projects outcomes.	MN010	Routes to engage students with sustainability topics already exist. These routes can be used to offer them opportunities to engage with Fairtrade.	Before end of toolkit.	MN010 - Research and curriculum - Mandatory- 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	Fairtrade Steering Group and University academics.	Student work placement groups Feb - April 2023
33 - 22/24	Include Fairtrade performance in annual sustainability report.	An Sustainability Report is produced annually covering all aspects of Sustainability and the Environment at the University.	The University's report on Fairtrade will be included in the Annual Sustainability Report, which will be published online for anyone to access.	Report will be published online and in print.	MN011	Report is created annually. Fairtrade can have it's own section within the report.	Annual recurrence.	MN011 - Outcomes - Mandatory - The partnership publishes an annual progress or impact report on its action on Fairtrade, trade justice and ethical consumption. This should refer to the tasks and progress made through the SMART action plan and should be publically available. This report can be part of a wider sustainability or similar report	Sustainability Engagement Manager.	Annual Report for 2023 published
34 - 22/24	Update Fairtrade Information on University and SU Webpages.	Information on webpages is outdated.	Need to maintain the Fairtrade information on both websites and ensure it describes the work done by the steering group.	It will be publically published.	MN003	Will need to draft the information required, translate it into Welsh and publish both versions at the same time on the websites.	Continually	MN003 - Leadership and strategy - Mandatory - The partnership has published a public commitment of intent to support and champion Fairtrade and its values within the last two years signed by senior management across the organisations and their retail and	Sustainability Projects Officer and Executive Assistant Students' Union	completed
35 - 22/24	Create Fairtrade Instagram Blog	Part time Environmental Officer has an Instagram account.	Every Friday a blog post on Fairtrade will be posted on the Part time officers Instagram account.	Publically available to follow on Instagram. Can see the reach and engagement with post.	MN005	Information on Fairtrade easily accessible for part time officer to create weekly posts.	Continually while part time officer is in office.	MN005 - Campaigning and Influencing – Mandatory- The partnership has devised and successfully delivered one or more innovative campaigns on Fairtrade, trade justice or ethical consumption in the last year, which have been run in partnership with students. The campaign/s must have taken place in addition to Fairtrade Fortnight and can demonstrate some measures of impact.	SU Part Time Environmental Officer	agreed not to progress

36 - 22/24	Fairtrade Bingo Event for Climate Justice Society.	There is a climate justice society.	Climate Justice Society will be supported to hold a Fairtrade Bingo event for	Social Media from the event.	MN005	The leaders of the Climate Justice Society are members of the steering group and have planned a Fairtrade Bingo event.	By next meeting.	MN005 - Campaigning and Influencing – Mandatory- The partnership has devised and successfully delivered one or more innovative campaigns on Fairtrade, trade justice or ethical consumption in the last year, which have been run in partnership with students. The campaign/s must have taken place in addition to Fairtrade Fortnight and can demonstrate some measures of impact.	Climate Justice Society	To be discussed at Fairtrade Steering Group Sept 2022
37-22/24	Review of SMART Action plan from Issue 5 to 6	Issue 5 to 6	update and review all progress with submission	review and publish on webpages	MN002	Steering group allocated resources to agreed Action Plan.	Aug-23	MN002	Fairtrade Steering Group	Completed
38-22/24	Dates for Fairtrade Fortnight 2024 confirmed	n/a	Preparation and promotion of Fairtrade fortnight 2024	creation of plan of events when date known	MN004	take to October Steering Group for discussion	Oct-23	MN004	Fairtrade Steering Group	completed
39-22/24	Fairtrade at Community Days for 23/24 academic year	dates published for academic year	SU and Uni info stalls at each event	Social Media from the event.	MN005	engagement with freebies	Sep-23	MN005 - Campaigning and Influencing – Mandatory- The partnership has devised and successfully delivered one or more innovative campaigns on Fairtrade, trade justice or ethical consumption in the last year, which have been run in partnership with students	Fairtrade Steering Group	completed
40-22/24	Loan of Fairtrade branded signage and props from Fairtrade Wales	n/a	Visit Fairtrade Wales offices to loan promotional Fairtrade items	Social Media from the event.	MN004	visuals for Fairtrade fortnight events	Feb-23	Mn004	Fairtrade Steering Group	completed
41-22/24	Review of SMART Action plan from Issue 6 TO 7	Issue 6 - 7	update and review all progress with submission	review and publish on webpages	MN002	Steering group allocated resources to agreed Action Plan.	Feb-24	MN002	Fairtrade Steering Group	completed
42-22/24	Review of SU and Uni Fairtrade webpages prior to submission	update Action Plan and text	update Action Plan and text	update Action Plan and text	MN002	update Action Plan and text	Feb-24	MN002	Fairtrade Steering Group	completed