



Nottingham Trent  
University

Sustainability

# Fairtrade SMART Action Plan

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Date: January 2024

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## 1. Introduction

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NTU is a Fairtrade university, with commitment from both NTU and NTSU. In line with the Environmental Policy and as part of our commitment to sustainable procurement, NTU aims to follow the principles of the Fairtrade Foundation. Listed within this document are Objectives and Targets in relation to the Fairtrade Universities and Colleges (FTUC) Award criteria for the academic year 2023/24.

## 2. Policy

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In addition to the SMART targets listed below, NTU has published a separate Fairtrade policy which is available to read on the Sustainability section of the NTU website.

## 3. Review

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Both the SMART targets and general Fairtrade policy for NTU will be reviewed on a yearly basis. Progress will be reported on intermittently throughout the year. A final submission will be made to Fairtrade Universities and Colleges (FTUC) Award during March of each year, for NTU to receive an official Fairtrade accreditation.

## 4. SMART Targets

Action	Specific	Measurable	Appropriate	Realistic	Time	Responsible Person	Progress
<b>Plan and host online events for Fairtrade Fortnight 2024</b>	Events for FTF will be in person and virtual throughout the 2-week period and promoted in line with the SD team comms plan.	Attendee and sign-up numbers will be recorded	The content of the workshops will be drawn for FT resources ensuring relative content is presented to staff and students. The events fulfil criteria MN004	The sessions will be run by members of the SD team.	Fairtrade Fortnight at NTU will be 26 Feb- 10 March 2024	LY	<a href="#">Events hosted and available to review on NTU webpages</a>
<b>Establish a student comms plans to enable students to be aware and active in the university commitment to support Fairtrade.</b>	Work with the Students Union, Sustainability Reps and SDAF to establish pathways for students to engage.	Ongoing termly meeting with FT steering group reps and multiple updates within established meeting platforms.	M001 criteria highlights the requirement of collaboration with interested parties.	Steering Group representatives are able to filter messages to the identified audiences.	Termly steering group meetings, individual meetings with steering strands will allow for coms between the SU and SD team to continue.	LY	Fairtrade is promoted through the Sustainability Rep Network. SU has a representative on the steering group.

Action	Specific	Measurable	Appropriate	Realistic	Time	Responsible Person	Progress
<b>Maintain Fairtrade stock in retail outlets.</b>	Sustain collaboration with catering and procurement to monitor retail sales.	Appropriate rep to report back during steering group meetings.	M006 M007 criteria requires information and continual monitoring/measuring POS of FT stock.	Catering/procure representatives collaborating to ensure FT considerations are made where practicable.	Feed into steering group meetings and tender considerations for FT should be made.	MG, Procurement rep, LY	Continuous  NTSU highlighted sales of Fairtrade chocolate this year
<b>Maintain the fulfilment of mandatory criteria aspiring to fulfil 1*</b>	Work collaboratively with catering, procurement, NTSU, Green Academy and Global Lounge to fulfil the next level of FT accreditation.	170 Points are required for the 1* accreditation.	Criteria above mandatory should be highlighted to identify the actions required to achieve 1*.	Termly strand meetings to ensure ongoing work to fulfil department specific criteria can be evidenced.	Termly strand meetings to ensure ongoing work to fulfil department specific criteria can be evidenced.	ALL	Strand leaders identified and raised in Dec 21 meeting. Continuing representation in 23/24. NTU Sustainability Coordinator now present.
<b>Action plan and policy shall be updated as a minimum annually</b>	Publish progress against SMART action plan on sustainability website	Website to showcase action plan	Fulfilment of criteria M002	Virtual meetings, to collaborate and communicate policies	Annual review	LY LG	Steering meeting Feb 24, agenda item.