

FAIRTRADE POLICY UPDATE

1. Introduction

1.1. It was highlighted at a Fairtrade Steering Group meeting that the Students' Association Fairtrade Policy had not been updated since its creation in 2014. The policy was scheduled to be reviewed annually.

1.2. The University of St Andrews and the Students' Association are currently Fairtrade certified institutions. Part of this certification includes maintaining a policy that is frequently reviewed.

1.3. Upon review, the policy was significantly outdated enough to justify updating it.

1.4. The draft policy (attached) has been checked by the Building Manager, Design and Marketing Manager, and Catering Manager, who have approved the policy in terms of its feasibility.

1.5. Student Council have approved the policy.

2. Changes

2.1. The policy presented has had few substantial changes. Many small fixes have taken place, however these have tended to be grammatical or stylistic in nature.

2.2. References to the Students' Association Shop have been removed, as this no longer exists.

2.3. References to the Commercial Manager have been removed, as this position no longer exists.

3. Action Requested

3.1. Board are requested to endorse the attached updated Fairtrade Policy, and approve its subsequent circulation.

3.2. Board are asked to recognise and endorse our sustained commitment to Fairtrade products.

4. Attached Documents

Appendix 1: Updated Fairtrade Policy, presented for approval

Appendix 2: 2014 Fairtrade Policy, presented for context

Prepared by Lewis Wood, Association President

STUDENTS' ASSOCIATION FAIRTRADE POLICY

The University of St Andrews Students' Association assigns great importance to the University's role within the international community, and therefore commits to supporting, selling, and promoting Fairtrade goods. This will be achieved by maintaining our Fairtrade status, as defined by the Fairtrade Foundation. The Fairtrade Foundation has outlined five foals for a Fairtrade University¹, and our commitment to them is as follows:

1. Fairtrade products are made available for sale in all Students' Association eateries and bars.
2. Fairtrade products (i.e. tea and coffee) are served at all meetings that require refreshments hosted by the Students' Association, or that take place within Students' Association premises.
3. The Students' Association will promote the sale of (and encourage increased consumption of) Fairtrade products via the following methods:
 - Fairtrade materials will be displayed on notice boards promoting commitment to Fairtrade foods.
 - Materials will be displayed in every place where Fairtrade products are sold.
 - Appropriate information and campaigns will be published on the Students' Association website.
 - The Students' Association will commit to running a series of events during the annual Fairtrade Fortnight (March), and will do this in collaboration with relevant bodies where appropriate.
4. Representatives from the Students' Association, and relevant subcommittees where appropriate, will attend the joint Students' Association and University of St Andrews Fairtrade Steering Group. Its job will be to continuously monitor and improve the approaches and commitment to Fairtrade. This group will include representatives from:
 - Residential & Business Services (including Catering).
 - The University
 - The Students' Association
 - Appropriate societies & subcommittees
 - St Andrews Fairtrade Town Campaign Group
5. The Students' Association Environment Committee will be responsible for the oversight and implementation of the Fairtrade Policy, with regular communication with the Students' Association Food & Beverage Manager.
6. This policy statement will be reviewed on an annual basis.

Date of Composition: 01/02/2014

Date of Amendment: 23/04/2018

Signed



Lewis Wood
Association President

Date

23rd April 2018

Date of next review: June 2019

¹ The Five Goals that Fairtrade Universities must aspire to can be found here:
<https://www.fairtrade.org.uk/Get-Involved/In-your-community/Universities/Becoming-a-Fairtrade-university>

Students' Association Fairtrade Policy

St Andrews Student Association assigns great importance to the University's role within the international community, and therefore commits to supporting, selling and promoting Fairtrade. This will be achieved by reaching and maintaining Fairtrade status as defined by the Fairtrade Foundation. The Fairtrade Foundation has outlined five goals for a Fairtrade University, and our commitment to them is as follows:

1. Fairtrade products are made available for sale in all Students' Association shops wherever possible. Fairtrade foods are used in all cafes/restaurants/bars within and connected to the Students' Association.

2. Fairtrade products (i.e. tea and coffee) are served at all meetings that supply refreshments hosted by the Student's Association, and are served in all Students' Association management offices.

3. The Students' Association will promote the sale of (and encourage increased consumption of) Fairtrade products via the following methods:

- Articles and other appropriate material will be published on the Students' Association website.
- Fairtrade materials will be displayed on notice boards promoting commitment to Fairtrade foods.
- Materials will be displayed in every place where Fairtrade products are sold.
- The Students' Association will commit itself to working with societies in running a series of promotional events during Fairtrade Fortnight each year (March). The joint Fairtrade Steering Group is responsible for co-ordinating this.

4. A joint Fairtrade Steering Group will be incorporated within the University's governance structure. It will meet at least twice per semester, and its job will be to continuously monitor and improve both the University's and the Student's Association's approach to Fairtrade. It will include representatives from:

- Residential and Business Services Department including Catering
- The University authority
- The Students' Association
- Appropriate societies
- St Andrews Fairtrade Town Campaign group

5. The Student's Association Environment & Ethics subcommittee will be responsible for the oversight and implementation of the Fairtrade Policy, with regular communication with the Student's Association Commercial Manager.

6. This policy statement will be communicated throughout the University, and efforts to support Fairtrade will be strongly encouraged.

This policy statement will be reviewed on an annual basis.

Signed:



..... Association President

Date..... 1/2/2014