



Fairtrade University and College Award: Procurement Webinar

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FAIRTRADE

Procurement and the Fairtrade Award



What to expect from this webinar

- Support on approaching the mandatory and additional criteria that alludes to procurement, within the Fairtrade University & College Award.
- Talk about all the diverse range of avenues for procuring Fairtrade in your college or university.
- Give access to the National Purchasing Guide- a tool for increasing your Fairtrade option on campus.
- Provide opportunity to hear directly from Fairtrade University & College award members who are using different purchasing and catering models currently.

Procurement mandatory criteria

Criteria 1

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: Tea, Coffee, Hot chocolate and cocoa, Chocolate, confectionary or snacks and Cotton clothing .



Criteria 2

Any retail, catering or other commercial outlets owned or operated by the partnership stock at least one Fairtrade certified line in at least two of the following categories (where the category is stocked): Soft drinks, Wine or beer, Health & beauty, Savoury snacks & nuts, Cut flowers, Fruit.

Criteria 3

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.

Procurement additional criteria

1. The partnership has proactively engaged staff and publicised Fairtrade widely as an option for communal tea, coffee, hot chocolate and sugar in staff areas and offices.

2. The partnership's catering providers and licensed premises (internal and/or contracted) offer Fairtrade-certified products as standard in all the following categories (where stocked): Fruit, Juice, Tea, Coffee, Sugar, Chocolate, Wine.

3. The partnership has captured Fairtrade sales data for the previous two academic years and reported back to the Fairtrade Foundation

Procurement additional criteria

4. The partnership has included terms in tender documentation that reference Fairtrade requirements for relevant categories, or states that Fairtrade suppliers will be preferred.

5. There is a procedure and support in place to ensure any new food service tenants or retail/catering outlets provide Fairtrade products wherever possible.

6. Either Fairtrade is served as standard in hospitality (e.g., conferences, vacation hotel rooms etc.) across all products which have a Fairtrade option available - tea, coffee, sugar etc., or within the last two years demonstrable progress has been made to put this into practice.

Procurement additional criteria

7. In the last two years, the partnership has engaged with at least one of the following stakeholders to adopt or increase Fairtrade commitments: a. A relevant purchasing consortium b. An existing supplier c. An external brand or retailer

8. In the last two years, the partnership has increased the proportion of staff uniforms made from Fairtrade certified-cotton or other materials (where available).

9. The partnership ensures that all promotional T-shirts for events are made from Fairtrade-certified cotton.

Procurement additional criteria

10. Sales promotions (such as discounts, competitions, loyalty cards etc.) are run on Fairtrade-certified products periodically throughout the year, across relevant retail outlets.

11. The partnership can demonstrate an increase in the number of Fairtrade-certified items and/or lines bought for sale in campus commercial outlets over the last two years.

How to procure Fairtrade in your University or College

1. Talk to your catering provider.
2. Consider changing your catering provider.
3. Have a Fairtrade (or wider sustainability/ environment/ ethical purchasing) policy.

Audits- what we want to see



University of Reading Sustainable Food Policy

<https://www.hospitalityuor.co.uk/sustainability/food-policy/>

Section 2 – Food and Drink that provides a viable livelihood for farmers, processors and retailers, whose employees enjoy a safe and healthy working environment whether in the UK or overseas

Things we have done or are doing:

2.1.1 The University is Fairtrade Certified and, in line with all Universities, is working towards achieving the new Fairtrade Certification Standard.

2.1.2 All non-student staff working within Catering operations are on a



campus Store	COOP Irresistible Colombian Instant Coffee	Nisa
campus Store	Starbucks Iced Coffee Chill Cup-Doubleshot Espresso	Nisa
campus Store	Starbucks Iced Coffee Chill Cup-Cappuccino	Nisa
campus Store	Starbucks Iced Coffee Chill Cup- Chocolate	Nisa
campus Store	Starbucks Iced Coffee Chill Cup-Latte	Nisa
campus Store	Starbucks Iced Coffee Frappuccino-Mocha	Nisa
campus Store	Starbucks Iced Coffee Frappuccino-Vanilla	Nisa
campus Store	Starbucks Iced Coffee Frappuccino-Caramel	Nisa
campus Store	COOP Café Latte Chilled Coffee	Nisa
campus Store	Vista Kaka Cocoa Powder for chocolate drinks from machine in store	Tchibo
campus Store	Smokin' Bean Signature Coffee Beans for drinks from machine in store	Tchibo
campus Store	SUKI Fairtrade Earl Grey Blue Flower Tea Bag	Tchibo
campus Store	SUKI Fairtrade Peppermint Tea Bag	Tchibo
campus Store	SUKI Fairtrade Breakfast Tea Bag	Tchibo





Purchasing Fairtrade



The National Purchasing Guide - how to use and where to find suppliers

- A directory for using Fairtrade across a range of commodities
- University-specific opportunities to use Fairtrade (e.g. orientation, alumni and speaker events, graduation, etc.)
- The best supplier is the one that works for you



Fairtrade Buying Guide 2024

Why and where to buy Fairtrade for your business, organisation, or event.

When contacting suppliers, please mention that you found them in this guide and don't forget to ask for products with the FAIRTRADE Mark.

How do you purchase Fairtrade?

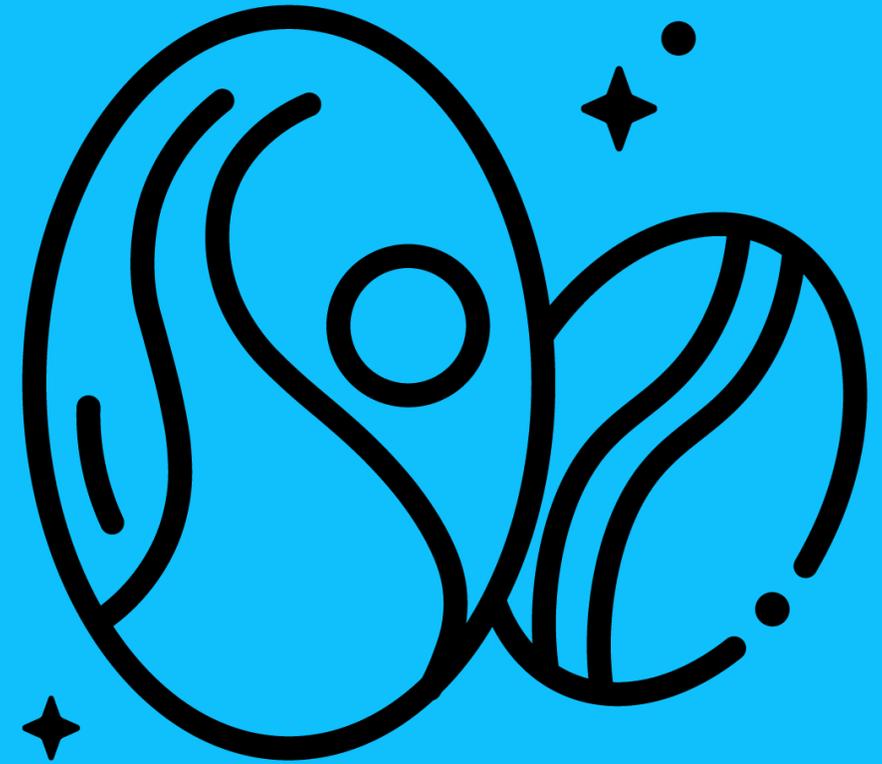
For the next 5-10 minutes we would like to hear from you about where you purchase Fairtrade within your university.

Please tell us;

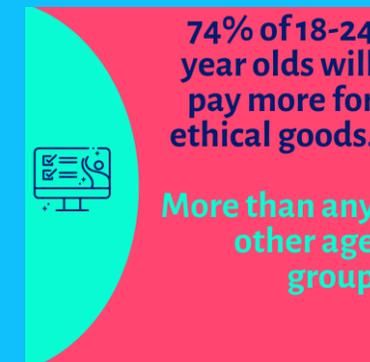
- What University or College you're from
- What catering model or provider you use
- How you go about purchasing Fairtrade



Hearing from you



“ Do young people and students care about Fairtrade procurement? ”



“

What advice can you give us on Fairtrade products that are suitable for sale?

”



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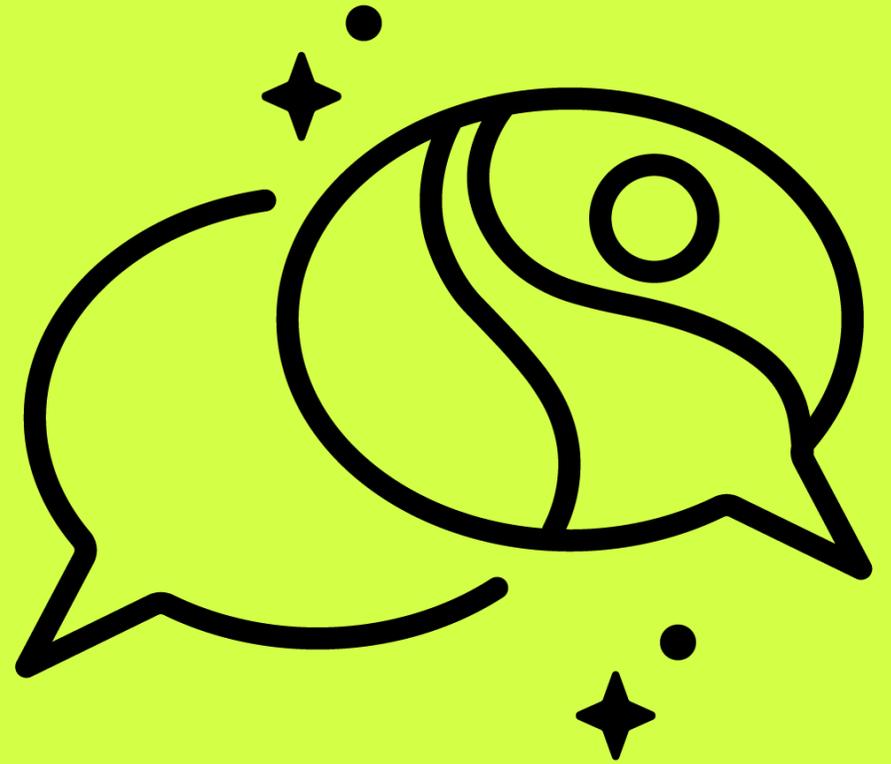


“ How much Fairtrade do we have to purchase and sell to pass the award criteria? ”





Thanks!





fairtrade.org.uk

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