

Action	Specific	Measurable	Appropriate	Realistic	Time	Who is responsible	Status	Notes
<i>Outline the action we would like to achieve</i>	<i>Fill in with specific details on the action.</i>	<i>How will you measure this action?</i>	<i>How does this action relate to the award? Code no.</i>	<i>Have you got the human and/or financial resources to complete it?</i>	<i>When will this action be completed? Will it be in time to count towards this year's fairtrade award?</i>	<i>Who holds accountability for this action?</i>	<i>Note towards progress. Colour code?</i>	<i>Comments from members on progress</i>
Continue regular meetings of the Fairtrade working group.	A monthly meeting which includes a representative from Newcastle University Student Union (NUSU), Sustainability Team, Procurement and Catering.	Meeting Agenda and minutes taken from monthly meetings.	MN001 – Mandatory Criteria	Yes.	Meetings will take place on a monthly basis. Will be complete in time to count towards the award.	Sustainability, Hospitality and Commercial Services (HCS), Procurement & NUSU.	In progress.	
Publish a new public commitment of intent for the partnership.	Revisit an original document showing the university's commitment to fairtrade. It should be	A completed document published on the University website signed by senior management.	MN003 – Mandatory Criteria	Yes.	The document will be redrafted and shared with group members to comment.	Fairtrade working group members, senior management Requires approval from ESC/Join	Incomplete.	

	signed by senior management.					Partnerships Committee.		
Put on a series of events for Fairtrade Fortnight (27 February to 12 March 2023). Run at least 3 or 4 activities throughout the period/	-NUSU will promote Fairtrade Fortnight on their social media and host 'freebie' events throughout the week. -Sustainability Team will promote on social media and have Fairtrade produce at the Sustainability festival.	-Event publicity (social media post) and photographs of the event. -Success determined by: -Number of people engaging with social media posts.	MN004- Mandatory Criteria	Yes	Action will be completed following Fairtrade Fortnight.	HCS, NUSU & Sustainability Team	Complete.	
Event promoting Fairtrade and social justice.	Spudfest & The Environment Week	-Event publicity, (social media posts), planning notes, photographs of the event. - Evaluation of impact/success of the event.	MN005- Mandatory Criteria	Yes	Before deadline.	NUSU & Sustainability Team	Complete	

<p>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:</p> <ul style="list-style-type: none"> •Tea •Coffee •Sugar •Hot chocolate and cocoa •Chocolate, confectionary or snacks •Cotton clothing 	<p>NUSU: Fairtrade stock of these products is available.</p> <p>HCS: Fairtrade stock is available.</p>	<p>Evidence of certified fairtrade lines /number of items sold in comparison to previous years.</p> <p>'Fairtrade products are served at all meetings hosted by the University and the Union Society and in all University and Union Society management offices.' - Health & Sustainable Food document.</p>	<p>MN006- Mandatory Criteria</p>	<p>Yes</p>	<p>Before deadline.</p>	<p>HCS, NUSU</p>	<p>Complete</p>	
<p>Any retail, catering or other commercial outlets owned or operated by the partnership stock at least</p>	<p>NUSU: Fairtrade stock of at least 2 of these products is available.</p>	<p>Evidence of certified fairtrade lines. Number of lines stocked/number of items sold in comparison to previous years.</p>	<p>MN007- Mandatory Criteria</p>	<p>Yes</p>	<p>Before deadline.</p>	<p>HCS, NUSU</p>	<p>Complete</p>	

one Fairtrade certified line in at least two of the following categories: • Soft drinks • Wine or beer • Savoury snacks & nuts • Fruit	HCS: Fairtrade stock of at least two of these products is available.							
Effective POS material at all relevant outlets highlighting Fairtrade products.	POS should be clearly displayed next to relevant products.	Evidence of POS materials in place. No. of outlets with POS.	MN008-Mandatory Criteria.	Yes.	Before deadline.	HCS, NUSU	In progress.	SU: Effective POS material in use.
Carry our relevant scoping activities to inform is fairtrade work & make the findings publicly available.	Create a Fairtrade Survey and distribute it to staff/students through social media channels. Include an incentive for completing the survey (prize draw) Create a short report	Evidence of an online survey which attempted to reach a wide range of students. Report to be published online.	MN009-Mandatory Criteria	Yes.	Before deadline.	Sustainability team.	Complete	

	publishing the findings.							
Provide opportunities for students to investigate Fairtrade and other ethical issues within their course work or dissertations.	Provide links to study Fairtrade on Sus website, within module catalogue, course mail outs & social media channels.	Evidence of a well-publicised list of opportunities, easily accessed by students and published on a variety of channels.	MN010-Mandatory Criteria	Yes	Before deadline.	Sustainability Team/ Faculty Colleagues (TBC)	Complete	
Publish an annual progress report on its action on fairtrade.	Report of campaigning, strategy, research, innovation & the impact had on the university community. This will be presented on the Sustainability Team's website.	Copy of impact report & where it is stored publicly.	MN011-Mandatory Criteria	Yes	Before deadline.	Sustainability Team, HCS, NUSU	Complete	

SMART Targets Version History:

Version 1	14th November 2022	SMART Targets document created.
Version 2	23 rd November 2022	Wording adjusted to change SU to NUSU and include HCS.

Version 3	30 th January 2023	Document updated to include Spudfest and Sustainability Week in MN005.
Version 4	3 rd February 2023	Document updated to include NUSU's upcoming participation in Fairtrade Fortnight (MN004) and a list of the Fairtrade products they have in store (MN006 & MN007).
Version 5	24 th March 2023	MN004 and MN005 marked complete.
Version 6	19 th April 2023	MN010 marked complete.
Version 7	3 rd May 2023	MN009 marked complete. MN011 edited to include new location of the annual progress report.
Version 8	9 th May 2023	MN006 and MN007 marked complete.
Version 9	10 th May 2023	MN011 marked complete and University Logo added.