



## **Institute of Education – University of London Fairtrade Policy Statement**

The Institute of Education University of London assigns great importance to its role in pursuing excellence in education and related areas of social science and professional practice. This in part will be achieved by making a positive contribution to the development of individuals, institutions and societies facing the challenges of change. It is within this context that the Institute acknowledges that it has an important role to play in promoting a commitment to Fairtrade principles.

The Institute of Education, along with its catering provider Sodexo and the Institute of Education Students' Union, commit collaboratively to support, promote and use Fairtrade goods. This will be achieved by achieving and maintaining Fairtrade status as defined by the Fairtrade Foundation. The Fairtrade Foundation has outlined five goals for a Fairtrade University, and the Institute of Education and Institute of Education Students' Union commitment to these goals is as follows:

1. The Institute of Education and the Institute of Education Students' Union will make available for sale as many Fairtrade foods and drinks as is feasible in the Students' Union shop, the Students' Union Bar, the Students' Union catering outlet, the Level 4 Coffee Shop, the Lawton Room and vending outlets. Where this is not currently possible, (for reasons of price, product availability or contractual obligations) there is a commitment by both parties to begin to introduce Fairtrade products as soon as it becomes possible to do so.
2. The Institute of Education endorses only Fairtrade tea, coffee and sugar being served via the Institute's hospitality service for all meetings and events hosted by the Institute and is committed to increasing the range of Fairtrade foods and drinks available as part of the hospitality offering as soon as it becomes possible to do so. Fairtrade biscuits and wines, will be introduced from August 2007.
3. The Institute of Education and the Institute of Education Students' Union will promote awareness and the sale of Fairtrade products via the following methods:
  - Articles and other appropriate material will be included in student publications and on the Institute's website;
  - Promotion of the Fairtrade Mark will take place in other appropriate publications, such as Institute prospectuses and magazine's such as IoE Life. Through the publication of both IoE Life and the This Week bulletin there will be a commitment to cover the annual Fairtrade Fortnight in March, and to update readers with Fairtrade developments;


- Fairtrade Foundation materials and articles promoting Fairtrade products will be displayed on notice-boards in both the Lawton Room, Quiet Room, Students' Union and near vending outlets;
  - The Institute of Education and Institute of Education Students' Union will commit themselves to running a series of promotional events during the annual Fairtrade Fortnight in March. The Fairtrade Steering Group in collaboration with the Institute's Sustainability Network Group will be responsible for organising and supporting this event.
4. The process of achieving and maintaining Fairtrade status will be co-ordinated by a Fairtrade Steering Group that will include as its core membership the Institute's Facilities Manager; General Manager for Catering; Students' Union General Manager; Students' Union President; a student from one Student Union Committee; one academic member of staff; one non-academic member of staff.

The Fairtrade Steering Group will meet at least once a term and will be responsible for:

- preparing and overseeing the implementation of an action plan to achieve and maintain Fairtrade status for the Institute;
  - continuously monitoring and improving the Institute's approach to Fairtrade and the range of products made available for sale or offered through hospitality;
  - organising the publicity for the annual Fairtrade fortnight in March and other promotions of Fairtrade events and or products on an ongoing basis to continue to raise;
  - compiling an annual report on 'Fairtrade in the Institute' for the Institute's Director of Administration to be forwarded to the Fairtrade Foundation in fulfilment of the requirement for maintaining the Institute's Fairtrade status.
5. This policy statement will be communicated throughout the Institute of Education, and efforts to support Fairtrade will be strongly encouraged.

To ensure that this policy statement is kept up to date, it will be reviewed each academic year, normally during the Summer Term by the Fairtrade Steering Group for approval by the Director and Student Union President.

Signed



**Professor Geoff Whitty**  
**Director of the Institute**



**Emmanouil Agianniotakis**  
**Student Union President**

**May 2007**