**SMART Action Plan**

**S**- Be **Specific** about what you want to achieve, do not be ambiguous, communicate clearly.

**M**- Ensure your result is **Measurable**. Have a clearly defined outcome and ensure this is measureable (KPIs).

**A**- Make sure it is **Appropriate**. Is it an **Achievable** outcome?

**R-** Check that its **Realistic**, it must be possible taking account of time, ability and finances.

**T-** Make sure it is **Time** restricted. Set yourself an achievable time frame, set deadlines and milestones to check your progress.

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| **Action** | **Specific** | **Measurable** | **Appropriate** | **Realistic** | **Time** | **Staff Responsible** | **Status** |
| 1. All items in the WGSU shops will be fairtrade | WGSU shop will stock fairtrade items singularly | All stock supplied in the WGSU shop will be from a fair-trade supplier. | At present there are a small number of Fairtrade products in the shop. The supplier we use have plenty on offer.  | The profit margins of these are a little tighter than the other items, so this will be a gradual change, however within two years, we will aim to have sold off all non-fairtrade stock and introduced only fair-trade items. During this transition period, we will offer incentives for students to choose fair-trade. | Within two years | Lowri Hiles, Finance and Retail Manager.  | In progress.Update – WGSU have now committed to sell 100% FT clothing by 2020 in line with the NUS priority |
| 2.Stop using single-use plastic in the WGSU pop-up bar | Remove plastic straws, spikes and cups, and find an eco-friendly alternative where possible.  | All single-use plastic items will be replaced or removed.  | There are plenty of alternatives. Hopefully these will be financially viable.  | The bar is a pop-up run independently, however the manager is very supportive and is happy to help make these changes.  | By September 2019 | Darren, Bar manager | Straws have already been removed, the rest is in progress. Update – Spikeys have now been removed and there has been a commitment from the bar to remove plastic cups when the bar goes permenant |
| 3.Reduce single-use cups usage in the catering outlets. | Lobby Aramark to sell a keep cup and encourage the use of these | Usage of keep-cups or reusable cups will increase.  | A lot of disposable coffee cups are used currently. Encouraging students and staff to trade these in for more reusable items.  | If reusable cups are offered at an affordable price and/or an incentive is given for using your own receptacle, this will make a difference.  | By September 2019 | Maryam, Sustainability Officer | Keep-cups have been introduced, however a bamboo version would be preferred and so work is being done to lobby Aramark to sell these instead.* Update - Aramark will remove plastic cups through recylcing and will introduce reusable mugs and cups in all outlets and will encourage Starbucks and Costa to provide branded mugs.
* Aramark will remove plastic cups from all conferences booked through them and will now use glass instead.
* The Grumpy Mules Cafe have developed a 100% biodegradable and recycable take away coffee cup that will be available. Aramark will now lobby the Strabucks and Costa cafe to do the same.
* Aramark will introduce 100% eco friendly bio degradable coffee mug that contains no plastic to sell to students and staff for £1 and offer a 10p discount every time the mug is used.
* Aramark will always encourage students and staff to use reuasble bottles where possible and will look into an alternative 'ONE WATER' plastic bottles such as selling reusable bottles
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| 4.Remove plastic bags from the WGSU Shop | No longer offer plastic bags at all in the WGSU Shop | No bags will be offered. | This is an easy swap to make. | All we had to do for this to work was simply stop providing plastic bags.  | January 2018 | Lowri Hiles, Finance and Retail Manager.  | Complete - This was lobbied for by the students and implemented at the beginning of the year, with fair-trade cotton tote bags being offered as an alternative. |
| 5. To have a University-wide sustainable paper policy | A policy surrounding paper sustainability that will be adhered to across the whole university. | A physical policy will be created. | This is something that is much needed. A lot of students are unnecessarily being asked to submit work online and as a paper copy. It makes sense to change things like this for many reasons.  | Sustainability Officer, Maryam is currently sitting on the Academic Development team that looks at this. There is a draft print policy in place after she met with head of Learning Resources and this will hopefully be approved in June LTQC. | By September 2019. | Maryam, Sustainability Officer and the Academic Development Team in the University.  | Work is currently being undertaken on this, including a survey collecting information on paper usage. Update – The policy has been completed and is now awaiting approval |
| 6. Support the University to gain Fairtrade Status | Assist the University in becoming a Fairtrade status University | Certification of Fairtrade status  | The University is working towards this but we are helping some some of the critera.  | The University is well on the way to achieving this.  | September 2019 | Maryam, Sustainability Officer and the Academic Development Team in the University.  | In progress - : This is currently being worked on by WGSU representative sitting on the SAWG. Maryam set up a fair trade stall for Freshers’ Fair which was well received. The Sustainability society added ‘Fair trade’ to their name, and worked hard to include it in their work. We have held various Fairtrade events throughout the year to promote accessibility to students and staff.**Update: Completed,**  University have now received Fair Trade Status |
| 7. Liaise with the community to promote sustainability | Primary schools will be invited to learn about sustainability.  | Number of schools that attend and their feedback.  | Schools have already been invited to partake in a tour around the eco garden, with discussions on what they can do to make their own school more eco-friendly. | Schools in the local area are happy to come and learn about the environment and sustainability.  | Ongoing  | Marc Caldecott, Representation and Democracy Coordinator  | In progress. A school has already been in to enjoy a tour of the eco garden and written about it as part of their work. **Update – The SU is now a part of the community group ‘Plastic Free Wrexham’ and are attending meetings to plan events within the community.** |
| 8. Lobby the University to ensure Education for Sustainability Development within the curriculum | Education for sustainability development will be written into module handbooks.  | Each course should be able to clearly pinpoint how it has included this work within its’ curriculum.  | Sustainability is an important part of all education.  | It should be easy enough to incorporate suitability development into the curriculum.  | September 2019 | Travis, President and Angus, Vice President.  | On going, however conversations are already being had to lobby the University on this. **Update:** University are now going to introduce this for 2018/19**Update:** There is now a formal commitment in the University’s Environmental Strategy, available on the University’s website |