



**FAIRTRADE
UNIVERSITY AND
COLLEGE AWARD**

FAIRTRADE UNIVERSITY AND COLLEGE AWARD PEER-REVIEW AUDIT

Use this document to plan for your peer-review of another organisation (**within the Research and Curriculum theme of the toolkit**). You can set this up informally with another partnership, or ask the Fairtrade/NUS team for support in linking up with another partnership. This document outlines suggestions for both an in-person review and a remote review depending on circumstances.

BENEFITS OF WORKING IN PARTNERSHIP

It helps you to monitor your progress and adjust where necessary. Work out what is working well, what is not working and whether milestones will be achieved.

It can inspire new ideas – involving others can help with the creative process and lend different perspectives.

Other partnerships may have expertise in other relevant areas and be able to share resources or provide opportunities to link in with events/campaigns they are already running.

It may help support you to increase capacity by ensuring you reach a wider audience of students or other stakeholders.

It is likely to strengthen relationships, introducing you to new people and ideas which may lend itself to be beneficial to other projects or schemes of work.

BEFORE THE PEER-REVIEW

Decide who will be at the peer-review. Ideally there should be more than one person from each partnership present, with representation from both the university/college and students' union. We encourage you to do your peer-review in person at one of the partnerships' campuses, but if this is not possible a skype peer-review could be conducted.

Ahead of the meeting, discuss logistics such as meeting location, travel, access requirements etc.

The host partnership should book a meeting room with access to a computer to go through evidence.

SUGGESTED TIMETABLE OF THE DAY

Below is a suggested timetable of the day. If you are travelling far for the peer-review you may wish to spend a shorter time at the host partnership, and you may need to adapt the timetable if you are conducting the review via skype.

Time	Content
9:30 – 10:00	<p>Introductions and where have you got to with meeting the criteria – come prepared to discuss this so you can get the most from the day.</p> <p>It might be helpful to bring a presentation of the work you have already achieved. Alternatively you could login into the online toolkit (if you have filled it in already) and work through the criteria this way.</p>
10:00 – 10:30	<p>Reaffirm your aims for the day; what's the most important thing to get out of today? Are there specific criteria you want to discuss (start with these and then work through the rest of the criteria if you are hoping to go through all of them)</p> <p>You may want to hone in on specific criteria and work through these in more detail. You could also spend the time discussing how different partnerships measure their work. How did they go about collecting this? What systems are already in place to collect data? What techniques have they used to inform the Monitoring and Evaluation work?</p>
10:30 - 12:30	<p>Criteria/bespoke discussions based on partnerships' priorities.</p> <p>Try to focus on all of the following when discussing criteria:</p> <ul style="list-style-type: none"> • What you did/plan to do to meet the criteria • The outcomes and impact of the criteria – is the way the criteria have been completed actually making a positive impact or could it be approached in a more impactful way? • How will you demonstrate your completion of this criteria to the auditor? What questions might they ask?
12:30 – 13:30	<p>Lunch/campus visit</p> <p>Perhaps take this opportunity to tour the campus or look at a specific area such as a café/shop where Fairtrade products are stocked. Or talk to others about work they have been doing on the Fairtrade award so far such as student officers, Fairtrade student groups etc.</p>
13:30 – 15:30	<p>Criteria/bespoke discussions based on partnerships' priorities</p> <p>Make sure everyone has had the chance to discuss their questions</p>
15:30 – 16:00	<p>Wrap up</p> <p>Reflect on what has gone well today. What ideas are you hoping to take back? What can you action in the next 2, 6 and 8 weeks? Is there anything you'd like to follow up on with the other partnership?</p>

FOLLOWING UP ON THE REVIEW

Within an agreed upon time-frame (we suggest 2 weeks), the visiting partnership should provide the host partnership some feedback from the review. This could include:

- Areas for improvement – e.g. a campaign area that could be strengthened, a criteria that requires some extra attention before the audit
- Any offers for support – e.g. a resource, a template, a follow-up meeting, a good external contact
- Things the visiting partnership has learned and will take on board for their own work
- Any other ideas for future collaborations – e.g. if it makes geographical sense could you put on a joint event?

This follow-up should be uploaded as evidence for the criteria for both partnerships.