

## REPORT TO SUSTAINABILITY COMMITTEE – 19 FEBRUARY 2020

### ABERDEENSHIRE FAIRTRADE ZONE RENEWAL

#### 1 Reason for Report / Summary

- 1.1 This report asks for Aberdeenshire Council's continued commitment to Fairtrade, specifically in supporting the requirements of the Council for Fairtrade Zone status and all other actions suggested within the Fairtrade Zone Renewal application.

#### 2 Recommendations

The Committee is recommended to:

- 2.1 **Agree, on behalf of Aberdeenshire Council, to commit the Council to its continued support of Fairtrade Zone status in Aberdeenshire, and the requirements of this commitment, as stated in Goal 1 within Appendix 1 to this report.**
- 2.2 **Consider and comment on the draft actions being suggested under the goals required to renew the Aberdeenshire Fairtrade Zone application, due on 22 May, 2020 (Appendix 1).**

#### 3 Purpose and Decision-Making Route

- 3.1 Aberdeenshire Council has been notified by the Fairtrade Foundation that Fairtrade Zone status is due for renewal on 22 May, 2020. Aberdeenshire became the 17th Fairtrade Zone in 2013, making a contribution to Scotland becoming a Fairtrade Nation. Therefore, the Council's continued support of Fairtrade is important both locally and nationally.
- 3.2 Aberdeenshire Fairtrade Steering Group is made up of dedicated volunteers from across the region who work hard to promote Fairtrade in their local area. The group meets twice a year in person but has regular contact through emails. The meetings are organised and chaired by the Team Leader, Sustainability and Climate Change, to ensure that there is always representation from the Council at every meeting.
- 3.3 In addition, Aberdeenshire Council is a member of the Scottish Fairtrade Forum and the Team Leader, Sustainability and Climate Change, is the Aberdeenshire representative for the Grampian region.

#### 4 Discussion

- 4.1 Great work has been done over the past two years to help promote Fairtrade across the region. This work is highlighted in pages 2-4 of Appendix 1. The remaining sections (Goals 1-5) focus on the Steering Group's action plan for the next 2 years.

- 4.2 As the Council moves forward with its commitment to Aberdeenshire being a Fairtrade Zone, provision for including non-food Fairtrade items within Council services will enhance the renewal and demonstrate the Council’s continued support for the programme.
- 4.3 The renewal form has been distributed to the Aberdeenshire Fairtrade Steering Group for comments and was discussed at the last Steering Group meeting on 1 February, 2020. Any amendments made by the Sustainability Committee will be sent back to the Group for its final approval and sign-off before being returned to the Fairtrade Foundation for consideration.

## 5 Council Priorities, Implications and Risk

- 5.1 This report helps deliver Council Priority 1 - Support a strong, sustainable, diverse and successful economy.
- 5.2 The table below shows whether risks and implications apply if the recommendations are agreed.

Subject	Yes	No	N/A
Financial			X
Staffing			X
Equalities			X
Fairer Scotland Duty			X
Town Centre First			X
Sustainability	X		
Children and Young People’s Rights and Wellbeing			X

- 5.3 An Equality Impact Assessment is not required because there are no direct material outcomes from this report and it will not have a differential impact on any of the protected characteristics.
- 5.4 There are no immediate direct staffing or financial implications arising from this report. The sustainability implications are positive within this report update. Fairtrade and sustainability go hand in hand by improving income and food security and reducing the vulnerability to risks. Farmers can better invest in their business to ensure it remains sustainable for the future. The Aberdeenshire Fairtrade Steering Group fully supports both Fairtrade and local and, therefore, encourages local businesses to support Fairtrade as well as local suppliers for goods, as much as they have the ability to do so.
- 5.5 A Town Centre Impact Assessment was not completed because there are no direct material outcomes of this report which would have an impact on Town Centres.

5.6 The following Risk has been identified as relevant to this matter on a Corporate Level:

- Risk ID ACORP006 as it relates to reputation management within the Corporate Risk Register.

## **6 Scheme of Governance**

- 6.1 The Head of Finance and Monitoring Officer within Business Services have been consulted in the preparation of this report and their comments are incorporated within the report. They are satisfied that the report complies with the Scheme of Governance and relevant legislation.
- 6.2 The Committee is able to consider and take a decision on this item in terms of Section S, paragraph 1.1 (a), of the List of Committee Powers in Part 2A of the Scheme of Governance, as it relates to monitoring the Council's work in respect of sustainable development and climate change.

**Stephen Archer**  
**Director of Infrastructure Services**

Report prepared by: Claudia Cowie, Team Leader, Sustainability & Climate Change  
20 January, 2020

### **List of Appendices**

Appendix 1 - Aberdeenshire Fairtrade Zone Renewal Application Form





## Renewal Form

### Complete and return for renewal of your Fairtrade Town status!

For Fairtrade Town status to be maintained it must be renewed one year from the date of declaration. The first renewal will provide a brief update on what's happened since status was first achieved and a two year action plan detailing what the Steering Group (and its partners) intend to achieve in the next two years. Further renewals will be required every two years and focus on how far the group has met the targets and ambitions they set in the previous renewal action plan.

To renew status a copy of this form must be completed and signed by two group members plus a local authority representative before returning electronically to the Fairtrade Foundation at [volunteer.towns@fairtrade.org.uk](mailto:volunteer.towns@fairtrade.org.uk). If necessary, supporting documents can be posted to Fairtrade Towns, The Fairtrade Foundation, 3rd Floor, Ibex House, 42 - 47 Minories, London EC3N 1DY.

The Fairtrade Foundation will review the Action Plan and may be in touch to discuss any comments, suggestions or concerns with the steering group key contact before agreeing the final Action Plan with the Steering Group and officially renewing Fairtrade Town status. An updated Fairtrade Town certificate will be sent to you when your area's Fairtrade status has been renewed. We look forward to hearing how you got on with all your plans!

**Contact name** Claudia Cowie

**Please tick if you are happy for us to pass on your contact details to Fairtrade supporters keen to join or learn about your campaign (it will not be given to any other organisations)**

**Organisation (if any)** Aberdeenshire Council

**Address** Woodhill House, Westburn Road, Aberdeen AB16 5GB

**Telephone** Daytime: 01467538345

**E-mail address** claudia.cowie@aberdeenshire.gov.uk

**Status to be renewed** (tick one box only):  Fairtrade Town  Fairtrade City  
 Fairtrade Village  Fairtrade Zone  Fairtrade Island  Fairtrade County  
 Fairtrade Borough

**For the area of:** Aberdeenshire

**Population:** >260,000

**Date Fairtrade status declared:** 17/01/2013

**Date Fairtrade status last renewed** (if different to above): 22/05/2018



## **Update on progress since status was first achieved/last renewal:**

Please give a brief update on campaign activities, progress made and any challenges met since your declaration/last renewal. Please tell us about key events you've organised, the current commitment from the local authority and any changes to the Steering Group.

There is no fixed format for how you must do this, however we recommend that you report on your measurements of success, as indicated in your previous action plan where this is appropriate. This is your chance to tell us what's worked, shout about your successes and make sure we're aware of the challenges you're seeing on the ground as you campaign to win support for Fairtrade and trade justice.

### **UPDATE FROM ABERDEENSHIRE FAIRTRADE ZONE**

#### **STEERING GROUP UPDATE:**

The Team Leader for Sustainability and Climate Change at Aberdeenshire Council has been organising and chairing the Aberdeenshire Fairtrade Steering Group over the past four years and will continue to do so for the next two years. This has ensured that the Council remains fully engaged in what is happening across the region. The Steering Group is made up of dedicated volunteers from across Aberdeenshire who work hard to promote Fairtrade in their area. Two Aberdeenshire Councillors also sit on the Steering Group as well as an officer from Aberdeen City Council (and the Chair from Aberdeenshire attends Aberdeen City Steering Group meetings also). The group meets at least twice a year but has regular contact through emails, phone calls etc. Representation is from: Formartine, Peterhead and Buchan, Alford, Stonehaven, Ellon, Inverurie and Huntly. Aberdeen for a Fairer World (AFW) also stays in contact with the group to share information and joins meetings when possible.

#### **COUNCIL COMMITMENT:**

The Council has a catering contract with Sodexo. This contract requires Sodexo to provide Fairtrade (FT) goods at the Council's canteens and supply FT tea and coffee for all meetings. At these meetings we now have signs which go with the hot drink dispensers to promote that the products are FT.

Sodexo's Catering Manager provides the Team Leader for Sustainability and Climate Change with monthly sales reports of the FT products. During FT Fortnight there is a clear uptake in more FT products due to special campaigns being run to further promote them. The Canteens have more displays around FT utilising promotional material from the Fairtrade Foundations website all year round.

Sodexo's contract ends on 30 March 2020 at which point a new catering contract will be in place and run through Elior Catering. Fairtrade products will continue to be on offer through this contract as well as Fairtrade Fortnight promotion and events.

Aberdeenshire Council is a member of the Scottish Fair Trade Forum (SFTF) joining in early 2018 and the Team Leader for Sustainability and Climate Change is the Aberdeenshire representative for the Grampian region group which was set up by SFTF in 2018. Two events have been held in Grampian since this started with excellent turn out from both Aberdeen City and Aberdeenshire. It is hoped to get more representatives from Moray involved also. The Aberdeenshire FT Steering Group provided information to SFTF for their website which demonstrated all the excellent work going on across the region.

Fairtrade is promoted on the Council website and Fairtrade events across the region are promoted both internally and externally through intranet and social media.

Details of FT suppliers for sports equipment on the ScotExcel Framework (which is required for purchasing) has been shared with the Steering Group so that this can be used across the region to encourage schools to consider purchasing these materials.

“Strengthening Aberdeenshire as a Fairtrade Zone” is a part of the Council’s Environmental and Climate Change Policy.

The Sustainability team at Aberdeenshire Council have developed a Green Schools programme and a staff behaviour change programme called Aberdeenshire Building Change (ABC). Both programmes have actions for encouraging FT product sourcing and purchasing.

On 22 May 2019 Aberdeenshire Council’s Sustainability Committee agreed on behalf of Aberdeenshire Council, to pledge support for the International Fair Trade Charter further strengthening the Council’s commitment to the global Fair Trade movement.

Last but not least one of Aberdeenshire’s teachers Fiona Eaton (Turriff Primary) was awarded the Scottish Fairtrade Forum’s Campaign of the Year Award for teachers who have embraced Fairtrade cotton uniforms and are playing their part in leading the “Fairtrade school uniform” revolution in Scotland. The award was presented to Fiona on 01 February 2020.

**Fairtrade Fortnight 2019** – Lots of promotion occurred at the Council’s canteens:

- A prize for purchasing FT items – some FT items had stickers on them promoting the 2019 campaign. If you bought an item with a sticker on it you received another FT item for free
- Special promotions on FT baked goods and FT hot drink combos
- Canteens decorated with bunting, posters, table toppers etc. to help share knowledge of FT
- A FT banner flag especially for use on outside stalls was designed and produced for steering group members to use at local events to help promote FT.
- Posters were shared to promote events happening across Aberdeenshire.
- Utilised internal and external communication channels to share all of the events happening across the Shire.
- Aberdeenshire Council donated FT chocolate bars for the café crawl (see below in Steering Group Work for more information).
- Ellon Day Opportunities who provide a range of activities to adults with learning disabilities living in Ellon and the surrounding area had representatives from 2 of their locations (Benchmark woodwork project and Can-Do Community Recycling) come to the Council’s HQ where they engaged with and had a chance to sell homemade recycled items and FT products to staff and elected members.

**Fairtrade Fortnight 2020** (planned for 24/02-08/03 – may change) - Lots of promotion occurred at the Council’s canteens:

- Special promotions on FT baked goods and FT hot drink combos
- 20p off FT coffee if using own cup promotion (usually only 10p)
- Canteens decorated with bunting, posters, table toppers etc. to help share knowledge of FT
- A FT banner with posters put up on it of all the local events to help promote them at Aberdeenshire Council HQ.
- Utilised internal communications and social media to share all of the events happening across the Shire.
- Sodexo donated some FT food items for the Aberdeenshire FT café quiz hamper prize (see below in Steering Group Work for more information).
- Sustainability team set up an information stall with all the campaign promotional material. FT chocolate tasting was also on offer.
- Due to its success last year Ellon Day Opportunities came again to the Council’s HQ to engage with and have a chance to sell homemade recycled items and FT products to staff and elected members.

#### STEERING GROUP WORK:

Aberdeenshire Fairtrade Steering Group is a very active and supportive group. Each Fairtrade town/area represented on the Steering Group reports their progress and successful initiatives at each Steering group meeting. The group regularly shares FT goods and promotional materials for stalls, have initiatives running throughout the year and host fantastic events in their region for FT fortnight.

An excellent example of a collaborative project in 2019 would be the continuation of the Aberdeenshire Fairtrade Café Crawl. This idea came off the back of a very successful café crawl during FT Fortnight 2017

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Registered charity number 1043886.



## Fairtrade Town Action Plan

by the Mid-Formartine group and was successfully implemented in 2018 across Aberdeenshire. Nineteen Cafes across the region which sell and promote FT signed up to be involved. The Council's Sustainability team created a 'loyalty card' for customers to collect 10 stamps. Their cards could be stamped for any FT purchase at these cafes and after 10 stamps were collected they received a free FT chocolate bar. Chocolate bars were donated by the Council and by local Co-op stores. This was a great way to promote FT and support local business. We used Social Media to promote the event.

For FT Fortnight 2020 the group changed this up by developing a FT quiz on postcards which were left in cafes across the region. The public were invited to complete the quiz and leave a name and contact details if they wanted the chance to enter the hamper prize draw. The hampers contained FT donated goodies from group members, Co-Op and Sodexo.

Certificates have also been created by the group to be handed out to local businesses across the region as a thank you for selling or using FT products. The certificates read: *"Certificate of Appreciation, Presented to [Name organisation], for supporting Fairtrade and Local producers and for contributing to make Aberdeenshire a Fairtrade Zone and Scotland a Fair Trade Nation - On behalf of Aberdeenshire Fairtrade Steering Group"*. Fairtrade window decals have also been distributed to business that sell FT products which state "Supporting Fairtrade in Aberdeenshire".

Banners were designed and then purchased for each group within Aberdeenshire. The banners read: *"Supporting Fairtrade and Local Producers in Aberdeenshire and the Nation, Aberdeenshire a Fairtrade Zone"* with images of producers. Two styles of banners have now been created. One for indoor events and the other for outdoor events.

Stonehaven, Alford, Peterhead & Buchan, and Mid-Formartine all successfully renewed their Fairtrade status over the last two years also.

## Action Plan for the coming two years:

Please note, ongoing activity is required from the Council (developing Goal 1) and there must be a Steering Group that meets regularly to ensure progress and continued commitment to the campaign (Goal 5). We strongly recommend that the Steering Group also sets themselves at least one aim to develop activities around Goal 2 (Retail and catering outlets), Goal 3 (community involvement, including workplaces, places of worship, educational establishments and other community organisations) and Goal 4 (events and media coverage). Your group knows what will have the greatest impact locally and what works in your community. Be brave, be creative and be imaginative. We look forward to hearing your plans!

## Taking Goal 1 forward: Required

**The local council passes a resolution supporting Fairtrade, and agrees to serve Fairtrade products (for example, in meetings and in its offices and canteens)**

**A few questions to start the group thinking!** How will the steering group build on the relationship with the Council, developing action and support on the commitments made in the original resolution? Are there new ways the Council can use its buying power to benefit producers and workers in developing countries (for example, use of more Fairtrade products by council staff e.g. cotton uniforms or use in other places e.g. school canteens or libraries)? Are there different ways your council can support the work of the steering group and help increase awareness and understanding across the community?

**Overall aim or aims** (what do we want to achieve in the next two years?):

- Continue the great collaborative work occurring in the region by the steering group.
- Work with the new catering team provided by Elixir Catering to ensure the Council's commitment to Fairtrade is being maintained through this new contract.
- Continue to develop new initiatives for Fairtrade Fortnight.
- Engage more schools through our Education initiative and Council wide Behaviour Change programmes.
- Improve the communication of Fairtrade across the Council and Region.
- Consider ways to continue to highlight all FT purchasing opportunities on the Scotexcel Framework including encouraging new FT providers to apply to be on the framework.
- Continue to develop a successful SFTF Grampian partnership

**Planned activities** (what are we going to do to get there?):

- Continue bi-annual meetings of Aberdeenshire Steering Group with Council Officer as Chair with frequent email communication.
- Continue to build collaborative relationships with the Aberdeen City Steering Group, share successes and ideas to promote Fairtrade throughout the North East.
- Promote the education initiative for secondary schools which has been developed around sustainability and climate change and includes Fairtrade. The initiative will be led by students who will be tasked to find ways to include FT products in their school (staff room, Home Economics department etc.) as well as work towards FT status and participate in FT Fortnight each year.
- Promote the choice of fairly traded and ethically sourced products – e.g. cotton and sports equipment available on the purchasing framework with staff, parents and students, utilising the relationships already built by steering group members.
- Monitor sale of Fairtrade TM products and other fairly traded and ethically sourced products available for purchase at Council cafeterias/outlets.
- Report annually on Fairtrade Zone progress to the Sustainability Committee.
- Actively participate in Fairtrade Fortnight following the theme and promoting this throughout Aberdeenshire Council buildings.



- Build on relationships with the schools and social care Groceries and Provision Framework suppliers to ensure that fairly traded and ethically sourced products are being provided for these services within the Council.
- Update Council website on Fairtrade to include goals for 2020-2022.
- Continue membership to Scottish Fair Trade Forum and participation in SFTF Grampian events.

**Measuring success** (how will we measure progress?):

- Data analysis on Fairtrade and other fairly traded and ethically sourced products purchased in Council catering outlets.
- Schools engaging with Fairtrade and working towards certification through the new Initiative.
- Webpage hits.
- Reports to the Sustainability Committee.
- Scottish Fair Trade Forum Membership and attendance at events.
- Minutes from the Steering Group Meetings with actions being addressed.

## Taking Goal 2 forward: Recommended

**A range of Fairtrade products are readily available in the area's shops and served in local cafés/catering establishments.**

**A few questions to start the group thinking:** How does the campaign aim to increase the range and availability of Fairtrade locally and encourage businesses to make more of a commitment? Are there specific companies we want to influence and how will we make it easy for anyone to choose Fairtrade every time they shop or enjoy a coffee in town?

**Overall aim or aims** (what do we want to achieve in the next two years?):

- To identify businesses in Aberdeenshire that are currently committed to supporting Fairtrade and possible businesses to encourage.
- Promote these businesses and encourage others to join in.
- Look into the opportunity of a new FT award within the Inspiring Aberdeenshire annual awards.

**Planned activities** (what are we going to do to get there?):

- Steering Group members to continue to add new information on local businesses involved in their area of Aberdeenshire and work to create a map and leaflet of FT selling businesses across the Shire.
- Encourage businesses to join the Fairtrade groups within their communities and the Aberdeenshire Steering Group.
- Speak with the organisers of the Inspiring Aberdeenshire awards to see if there is an ability to add a new FT Award.

**Measuring success** (how will we measure progress?):

- Increase in the number of businesses committed to selling or using fairly traded and ethically sourced products.

- Inspiring Aberdeenshire considering the creation of an award.

## Taking Goal 3 forward: Recommended

**Local work places and community organisations (places of worship, schools, universities, colleges and other community organisations) support Fairtrade and use Fairtrade products whenever possible. Populations over 100,000 will also need a flagship employer**

**A few questions to get the group thinking!** How will the campaign reach new work places and community organisations, encouraging them to make their own commitment to Fairtrade and get involved with the local campaign? Are there partners that could help the steering group reach and inspire new audiences or events and activities that could encourage more organisations to get involved, or take their involvement to the next level?

**Overall aim or aims** (what do we want to achieve in the next two years?):

- To continue to identify community organisations in Aberdeenshire that are currently committed to supporting Fairtrade.
- To identify communities with individuals who are interested in Fairtrade but need support to get a local group together.
- Promote these organisations and encourage others to join in.
- To ensure all Aberdeenshire schools are aware of Fairtrade Schools and encourage those who are not already committed to consider it by providing the necessary support.

**Planned activities** (what are we going to do to get there?):

- Steering Group members to gather information on local community organisations committed to FT.
- Create and share a few case studies on how organisations are engaging with FT in the region to help encourage others to join the Fairtrade groups within their communities and the Aberdeenshire Steering Group.
- Visit successful Fairtrade schools to learn about and celebrate good practice and share with schools to help promote the Initiative developed by the Sustainability team.
- Arrange more opportunities for community organisations and schools to see Fairtrade in action.
- Pop-up stalls in local libraries to promote FT and engage with communities

**Measuring success** (how will we measure progress?):

- Increase in the number of community organisations and Aberdeenshire schools committed to selling and/or using fairly traded and ethically sourced products.
- Attendance of community organisations at events – e.g. SFTF FT promotional network events in Grampian Region

## Taking Goal 4 forward: Recommended

**Events and media coverage raise awareness and understanding of Fairtrade across the community.**

**A few questions to get the group thinking!** What events do you want to organise over the coming two years? Are there any established community events that you want to make Fairtrade a part of? How will the campaign 'make a noise' through the local press, local newsletters and perhaps social media? How will your campaign spread the word over the coming two years?



<p><b>Overall aim or aims</b> (what do we want to achieve in the next two years.?):</p> <ul style="list-style-type: none"> <li>• Make FT Fortnight bigger and better each year.</li> <li>• SFTF events arranged over the Grampian region.</li> <li>• Promote and publicise the Aberdeenshire Fairtrade Zone throughout the Council and the larger community.</li> <li>• Work closely with the Aberdeenshire and Aberdeen City Fairtrade Steering Groups to maximise the communication of Fairtrade community events throughout the City and the Shire.</li> </ul>
<p><b>Planned activities</b> (what are we going to do to get there):</p> <ul style="list-style-type: none"> <li>• Work will be done to update and improve the Fairtrade section of the Aberdeenshire Council website and bring it in line with new format that the Sustainability team is working on.</li> <li>• Use of social media, intranet, emails etc. to communicate Fairtrade events.</li> <li>• Encourage more local groups to create social media pages.</li> <li>• Ensure all schools, businesses and community organisations are aware of the Council's main contact for all queries relating to Fairtrade.</li> </ul>
<p><b>Measuring success</b> (how will we measure progress):</p> <ul style="list-style-type: none"> <li>• Website and social media hits.</li> <li>• Emails and other forms of contact made.</li> <li>• Attendance to FT fortnight and SFTF events</li> </ul>

## Taking Goal 5 forward: Required

**A local Fairtrade steering group representing a range of local organisations and sectors meets regularly to ensure the Fairtrade Town continues to develop and gain support**

**Please give details of the current Steering Group (include a full list of present members with roles and any organisations they may represent):**

**A few questions to get the group thinking!** Does our group represent different sectors across the community? How could we recruit new members? Could we join forces or work with other Fairtrade Town Steering Groups close by? How can we work more closely with active schools, colleges, workplaces or businesses?

<p><b>Overall aim or aims</b> (what do we want to achieve in the next two years?):</p> <ul style="list-style-type: none"> <li>• To strengthen and grow the steering group.</li> <li>• To continue to broaden participation in the group with additional members.</li> <li>• Seek funding opportunities to assist with raising awareness of activities.</li> <li>• To work with Aberdeen City Steering Group and the Fairtrade representative in Aberdeen City Council to strengthen FT across the North East of Scotland.</li> </ul>
<p><b>Planned activities</b> (what are we going to do to get us there?):</p> <ul style="list-style-type: none"> <li>• SFTF events will be used to network with individuals interested in FT and joining the steering group</li> </ul>

- The steering group will continue work to identify any gaps in representation and also identify named individuals to approach e.g. from schools, co-op, businesses etc.
- Continue to build relationships with the Aberdeen City steering group.

**Measuring success** (how will we measure progress?):

- Full membership list and those having attended meetings.
- List of organisations represented on the steering group.
- Information contained in local group applications which is also relevant to zone activity.
- Minutes from Steering Group meetings.

## And finally... Beyond the Five Goals!

Fairtrade Towns have come a long way since the core five goals were developed in 2001 and Steering Groups since then have come up with some amazing and inspired ways to take their campaign forward. If your group has a dream, an idea or activity that falls outside the core five goals but that you think will make a difference, make it part of your plan!

**Overall aim or aims** (what do we want to achieve in the future?):

- To remain open minded and welcoming to all ideas.

**Planned activities** (what are we going to do to get us there?):

- Steering group meetings to share new ideas.

**Measuring success** (how will we measure progress?):

- Being able to report new ideas out with these goals – for example, the Aberdeenshire Fairtrade Café crawl and Quiz from the 2019 & 2020 FT Fortnights.

### 1. Group member

#### AA - Mid Formartine Community

Date Signed: /2020

### 2. Group member

#### AW - Alford Village Community

Date Signed: 2020

### 3. Local authority

#### Claudia Cowie – Team Leader Sustainability and Climate Change, Aberdeenshire Council,

Date Signed: 2020

If this document is submitted in electronic format it can be deemed to be signed by the names given above.

