
The Food Waste Reduction Roadmap Q&As - to support implementation – September 2018

Introduction

This document is intended to answer the most frequently asked questions that relate to the key elements of the [Food Waste Reduction Roadmap](#) and support its implementation. These are based on feedback gathered during the consultation process with the UK food and drink industry during 2018.

You should use these Q&As alongside the [Food Waste Reduction Roadmap Toolkit](#), the [UK Guidelines for Measuring and Reporting Food Surplus and Waste](#) (UK Guidelines) and the sector-specific guidelines for [meat](#) and [dairy processing](#) and [fresh produce businesses](#), [retail](#) and [hospitality and food service providers](#).

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1. Commitment to the Roadmap, SDG12.3 and setting targets and baselines

What does committing to the roadmap and its principles mean?

Large businesses are asked to commit to:

- **Target** – Set a food waste reduction target for their own UK operations
- [Adopting the Sustainable Development Goal 12.3 target to reduce food waste across their own UK operations by 50% by 2030 or setting a target for reducing food waste that contributes to SDG12.3]
- **Measure** – Measure in a consistent way and share what they have learned
[Use the UK template and guidelines to measure food surplus and waste in accordance with the international Food Loss and Waste Standard. Report using the UK template, and provide a narrative on progress]
- **Act** – Take action to reduce their own food waste, work in partnership with suppliers and help consumers to reduce their food waste
- [Use data to plan and deliver food waste reduction actions across their own UK business operations, work in partnership with suppliers and engage consumers, to reduce food waste from farm to fork]
- Publicly report their own UK company results or work towards this best practice, and share successes and lessons learned. Share data with those responsible for tracking and facilitating progress, and publishing aggregate data as appropriate (e.g. WRAP, trade bodies). Be as robust and transparent as possible.

Do I have to set a target of 50% reduction for my own operations the same as SDG12.3?

Businesses should adopt the SDG12.3 target to reduce food waste across their own UK operations by 50% by 2030 OR set a target for reducing food waste that contributes to SDG12.3. Not all businesses will be in a position to adopt a 50% reduction target – for example where a business has made significant efforts in the past to reduce food waste but cannot fully quantify these. Alternative targets which contribute to SDG 12.3 should be ambitious and supported by evidence.

Is the SDG12.3 50% reduction target an absolute or relative target?

At a global level, SDG12.3 aims to reduce food waste by 50% *per capita*, meaning that it is a relative target. When applied to a business the target should also be relative – a 50% reduction in the amount of food waste per tonne of food produced or sold (depending on the type of businesses). For example, if your baseline food waste is 2.4% of food produced, your target would be to achieve 1.2% by 2030. The same logic applies if a business sets an alternative target.

How should I calculate my relative target?

The recommended calculation is:

$$\frac{\text{tonnes (food waste)}}{\text{tonnes (food product sold as intended + food waste + food sent to other destinations)}}$$

Example:

3 tonnes of food waste/(90 tonnes sold as intended +3 tonnes of food waste +0.5 tonnes to other destinations [e.g. redistribution to humans, animal feed, or bio-material processing]) = **3.20%**

Tonnages should exclude the weight of packaging. Best practice on calculating weight of packaging is to source this from your product database or weigh and record this for reporting purposes.

If this is not possible then use the WRAP estimate of 15% of total weight (i.e. assume 15% of the weight of your packaged food waste is packaging). Please note this is based on finished product so may not be suitable for estimating bulk product or other packaging used in the manufacturing process. In this case use as accurate an estimate as possible.

If tonnes cannot be measured then provide an alternative percentage metric such as percentage by value, and explain the method used. A weight- based measurement is best practice and you should look to move to that as quickly as possible.

Does the target have to be set on total food waste, or can we exclude inedible parts?

The target can apply to total food waste (i.e. wasted food and inedible parts), or only the wasted food fraction (i.e. excluding inedible parts), depending on the availability of reliable data. For some types of business, such as retailers, it may not be practical to separately quantify food from its inedible parts (and therefore any target will apply to both combined), but for others it may be more feasible and logical to obtain data on the two fractions, and set a target based on the food-only part (for example manufacturers of products with a high percentage of inedible parts for which prevention is difficult).

We are already signed up to the Courtauld 2025 target, do we still need to adopt an individual target for our business?

As a Courtauld signatory you have committed to take action to help deliver the collective national target of a 20% per capita reduction in food waste (2025 vs 2015), to sharing your food waste data with WRAP (who will publicly report on sector progress in 2019, 2022 and 2026), and to identify how you can help your suppliers and consumers to reduce food waste.

In order to ensure delivery of the Courtauld 2025 target (and then SDG 12.3), we are asking all larger businesses to Target, Measure and Act on food waste as described in the roadmap, which includes Courtauld 2025 signatories. To ensure that there is the necessary level of action, and to be able to confidently demonstrate progress we are asking Courtauld signatories to go further (if you have not already done so), and set a target for reducing food waste in your own operations that aligns with or contributes to the SDG12.3 target of halving food waste by 2030 (i.e. your business will have its own food waste reduction target in addition to your actions contributing to the Courtauld 2025 national target).

How does the Courtauld 2025 target align with SDG12.3?

The UK has had policies aimed at reducing food waste in place since 2007, and food waste prevention targets under a series of voluntary agreements (Courtauld 1, 2 and 3 and the HaFSA) since that time. WRAP has reported on progress against each of these, and the C2025 target builds on these previous achievements. WRAP has [published](#) evidence to justify a 2007 baseline for the UK achievement of SDG12.3, against which significant progress has been made.

Action by individual businesses to reduce their operational waste and help suppliers and consumers to do so will contribute to the delivery of both the Courtauld 2025 and SDG12.3 targets at the UK level. WRAP sees this initiative as a key component of Courtauld 2025. Achieving the Courtauld 2025 food waste target would result in a ca. 40% reduction of food waste by 2025, as covered by SDG 12.3*, compared to 2007, against a target for a 50% reduction by 2030.

* Courtauld 2025 has a target to reduce overall food waste (i.e. food plus the associated inedible parts) post-farm gate by 20% per capita by 2025 compared to a 2015 baseline. This scope is broader than that of the SDG 12.3 target to reduce food waste by 50% by 2030. The 50% reduction under SDG 12.3 relates only to the 'food' (edible parts) fraction of food waste (excluding the inedible parts).

Do we have to set a target as soon as we commit to Target, Measure, Act?

No. Some businesses will need to carry out more robust data gathering prior to setting a target. This could involve undertaking a food waste audit (e.g. using the 'Your Business is Food; Don't Throw It Away' approach), or developing a detailed Food Waste Report, to better understand the scale and causes of food waste – which would inform target development. An appropriate evidence-based target should be set as soon as you have robust data.

Does SDG12.3 specify a baseline year or is this set by an individual business?

No - an individual business should set their baseline year but ensure it is based on robust data and is consistent with the recommended [UK Guidelines](#) and definitions to enable meaningful comparisons over time, and accurately monitor progress relative to a target.

How far back can we go to set a baseline year?

There is no strict rule, set your baseline year at the earliest year for which robust data is available, consistent with the recommended [UK Guidelines](#) and definitions.

Can I reset my baseline if my scope changes?

Yes – where significant changes occur (e.g. structural changes to the organization, such as mergers, acquisitions, and divestments) or changes to your scope then your baseline should be reset, and this made clear when you report your data. An example of a business doing this is when [Tesco reset its baseline](#) after aligning the food waste definition it used with the WRAP one, removing food sent to animal feed from its baseline.

How do I apply the target if I already have little or no waste based on definition – e.g. bread production waste that all goes to animal feed?

The target is for a relative percentage reduction on your baseline food waste levels, and therefore should still apply to any food waste that is produced, even if this is a small amount. If there is literally no food waste in your operations, then this should be communicated very positively. In these circumstances your business may focus on moving any food surplus you have up the food hierarchy (for example from diversion to animal feed to redistribution for people) and reducing the amount of food surplus arising in the first place (neither of these would not contribute to waste reduction but would bring obvious business benefits).

You should also work with your suppliers to help them reduce food waste (through the development of Food Waste Reduction plans) and explore what more you could do to help consumers reduce foods waste at home and out of home (see below).

What can I do as a trade body to support the Roadmap?

As a trade body (or other organisation that can help support adoption of the roadmap or key elements of it), you can:

- Promote the roadmap and the actions needed to be undertaken by businesses, to your members (and/or those in business that you can influence)
- Promote the use of the common UK template and guidelines to measure and report food surplus and waste robustly
- Promote and facilitate relevant Whole Chain or Sector Food Waste Reduction projects
- Act as a channel for the sharing and reporting of food waste data and progress (publicly and to WRAP)

2. Food waste measurement guidelines

Most of the questions relating to measurement can be answered using the [UK Guidelines](#) and sector specific guidelines for the [retail, hospitality and food service sectors](#) and [meat, dairy and fresh produce production](#) – (guidelines for measuring waste to sewer are under development)

Here are some additional questions not covered in the above:

Do the guidelines cover measurement of food waste in Primary Production?

The current scope of the [UK Guidelines](#) is from the point that a crop or product is ready for harvest or processing*. Any loss that occurs on farm prior to that stage is not defined as food waste (but can still obviously have financial and environmental implications).

WRAP is carrying out more work on 'Food Waste in Primary Production' and will issue additional guidance in due course. The sector specific guidelines mentioned above also provide more clarification on this and also WRAP have worked with LEAF to provide more simplified guidance that is aimed at smaller growers to be published shortly.

* The food waste definition states that if crops are ready for harvest/livestock ready for slaughter [i.e. at a stage where they would normally be harvested/slaughtered] but for whatever reason are not harvested or slaughtered/processed, and go to any of the eight destinations that fall within the scope of food waste, then this material would be defined as food waste and should ideally be included in your overall waste figures.

SDG12.3 scope starts on farm - at what stage on farm should we be looking to measure?

If crops are ready to harvest (i.e. at a stage where they would normally be harvested) but for whatever reason are not harvested, then this material would be defined as food waste and should ideally be included in your overall waste figures (where relevant).

If including an estimate of food waste from unharvested crops is not yet possible for your operations this should be made clear in the scope of what you do report.

Would the waste reporting for a product include all sub processing or just by what happens on our site?

Processes that are part of your own operations should be included in scope. Own operations mean where you have total control of a process and/or ownership of the material.

Are sister companies in scope?

You should include all parts of the business that you own but you may choose to report them separately.

Is the scope UK or global (if we have businesses outside of the UK)?

The roadmap has been developed to support the UK food industry; however the recommended guidelines and reporting template are consistent with global standards. If you are reporting on markets outside the UK this should be done separately – i.e. please report food waste in your UK operations separately.

Is it OK to have exclusions in our boundaries?

If facilities are within your operational control, then they should be included. Any exclusions will need to be declared as part of 'boundary' under the scope section of your report. For example it may not be possible for you to measure waste from staff catering on your premises, if this is the case then you should state this.

Should surplus sent to pet food count as waste?

Material sent to produce pet food would not be considered as food waste (as it would go to one of the two destinations that are excluded in our definition of food waste, i.e., "animal

feed” or “bio-based materials/biochemical processing”). It therefore should be excluded from any estimate of food waste from your operations. Best practice is to separately track and report the amounts of material diverted to animal feed production or bio-material processing, including any pet food.

Please note that current legislation means no catering waste should be sent to animal or pet food.

How are frying oils classified?

Oil used in the preparation of food but not ending up as an ingredient in the final product would not itself be defined as food, and therefore any oil recycled/disposed of would not be included in the estimate of food waste from your operations. Oils used as an ingredient are in scope, as is frying oil where this is the product being manufactured.

As for other resources excluded from the definition of food waste, such as energy and water, there are good business reasons for measuring and reducing the impacts of used cooking oils. A business may choose to report on these resources, but not as part of food waste reporting.

What happens to the solids that are filtered from the oil etc.?

If these solids are parts of the food that was fried, then ideally, they should be included in the estimate of food waste from your operations. However, if the amounts are relatively small and the potential to reduce their generation is low, then you may decide not to include them (but make this clear in your scope). An initial assessment of amounts and ‘preventability’ would be worthwhile, to help justify their inclusion or exclusion.

Would you define ‘waste’ as to the business or just physical waste? E.g. give away/turn of scale, over processing, over production etc.

In the context of food waste reporting it is the physical waste of food that should be included – i.e. food that ends up going to one or more of the eight destinations that are included in the definition of food waste.

Other areas of waste to the business, such as discounted products, over fill etc. are obviously important for your business to address but should not be included in any food waste reporting.

Should we include water lost from food during production or storage i.e. weight loss of a batch due to processing/evaporation during cooking, or moisture loss from fruit and vegetables in storage?

Water lost through evaporation (or any other process that removes water as part of the cooking/preparation of the food, such as dehydration, salt-baking etc. or in storage) does not need to be included in any estimates of food waste, just the weight of any food that ends up as waste (including water / liquid that is contained within that food at the time that it is sent to one of the eight destinations that are included in the definition of food waste).

Should we include QC and other samples taken, e.g. for shelf-life studies / destructive tests etc.?

If food samples are sent to one of the eight destinations that are included in the definition of food waste following any testing, then they should be included in your estimates of food waste.

3. Data capture and reporting

Do I have to report my data publicly as part of my commitment to ‘Target, Measure, Act’?

You should publicly report your own UK company results, or work towards this best practice, and share successes and lessons learned. As a minimum you should share data with those

responsible for tracking and facilitating progress, and publishing aggregate data as appropriate (e.g. WRAP, trade bodies). Be as robust and transparent as possible. Taking this approach allows you to share your progress and can be used to demonstrate your commitment to customers, shareholders, NGOs and Government .

WRAP and IGD recognise that initially not all businesses will be in a position to publicly report food waste from their own operations. Some businesses will require time to embed measurement techniques and build confidence in their data, and WRAP and IGD will provide support for this. However, all businesses should share data for publication by WRAP and/or sector bodies as soon as this is robust enough, and work towards individual company public reporting.

If I decide to report publicly what should I be including?

As a minimum we would recommend that you report your target and baseline year and how you are progressing against this on an annual basis. If you can you should highlight the main areas of waste within your business (e.g. categories of product that are parts of the operation) and what action you are taking to reduce it. The recommended [reporting template](#) can be used as a technical addendum.

I am a Courtauld 2025 signatory and I already share my data with WRAP and/or my Trade body; do I need to do more?

As a Courtauld signatory you share your food waste data with WRAP (who will publicly report on sector progress in 2019, 2022 and 2026), but you should also report your individual company results publicly, or work towards this best practice and share your successes and lessons learned. Working towards this is an important aspect of the roadmap, and will ensure that there is the necessary level of action and for your business to demonstrate progress.

Why is there an excel template and a word template – what is the difference?

We are recommending an excel template for data collection as this will allow you to populate from internal systems and share the data in a structured way with third parties (e.g. WRAP). The word template is intended for reporting either internally or business to business (e.g. to business customers)

What is Atlas, and should I use this for reporting?

The Food Loss and Waste Atlas (or Atlas as it is known) was launched in New York on the 25th September, at a special meeting of Champions 12.3; organised by the World Resources Institute (WRI). Atlas is the world's first universally accessible online tool to capture global food loss and waste data in one place. Developed between WRAP and WRI (and funded by the Walmart Foundation and WRAP), Atlas will allow progress towards SDG12.3 to be tracked and enable companies and Governments to publish and benchmark their data, including businesses supporting the UK Roadmap.

Atlas can therefore be used as the mechanism for reporting your data, and WRAP can advise on how you can submit your data.

Why should I report an intensity metric (% of food sold or produced) as well as my actual waste tonnage?

As outlined in [section 1](#) businesses should set a relative target (% of food sold or produced). This will allow for a business to track and report progress against this target. Reporting against a relative target also allows a business to demonstrate progress in context of any significant change in operations (e.g. growth through expansion).

Can we express our food waste data on a dry weight basis?

No. To be compliant with the UK recommendations you must report the weight of the food as it was sent to its destination and not subtract any intrinsic water or other liquid.

Should the weight of sludges spread to land, or produced by waste treatment processes, be reported as the total sludge weight or as product weight?

To be compliant with UK recommendations the reported weight must cover only the food product and ingredient weight in the sludge material (i.e. excluding added water beyond that contained in the product or ingredient). This is probably easiest obtained by weighing inputs to the process – the weight of sludge outputs is not a suitable measurement.

Can we use the waste data sent to the EA (e.g. EWC codes 02 02; 02; 03) to estimate our food waste?

IPPC data can be used to report against food waste. However, EWC codes report waste data in broad categories (e.g. animal tissue, plant tissue) and might not give information around the type of waste arising. In addition, this will only cover large sites that are subject to IPPC requirements and wastes that exceed the reporting threshold volumes. Non-food components, such as packaging or wastewater, will have to be removed from the tonnage.

How do we verify / calibrate quantitative results through weighbridge data of waste –?

Ask your waste management contractors how regularly they calibrate weighbridge sites used and whether these are functioning correctly. Recalibration should be carried out regularly to ensure the accuracy of the equipment. It is also good practice to test equipment regularly by using an object of known weight to ensure the equipment is working correctly.

If you think this is a source of uncertainty in your inventory, then state so as part of the UK reporting template [Section 2 Quantification methods and uncertainty](#).

Do we need to comply with a standard 12 month time- period when reporting?

No, this can be calendar year or your financial year as long as this is made clear when reporting.

What can I do to report my support and actions to help my suppliers/consumers reduce their waste?

There is a supporting narrative section on the [reporting template](#) that allows you to summarise the key actions you are taking. We would also encourage you to share case studies with your peers via WRAP and your Trade body. For larger customers and suppliers it may also form part of normal joint business reviews.

4. Engaging with suppliers to adopt ‘Target, Measure, Act’ principles

I am being asked to engage with my suppliers to help them reduce their food waste - why is this and what does this mean in practice?

The scope of SDG12.3 (and the Courtauld 2025 target) is from farm to fork so working with your suppliers to help them reduce food waste in their operations is critical to ensure there is widespread implementation of the actions needed to achieve the target at a UK level.

This involves inviting them to implement the principles of ‘Target, Measure, Act’ as outlined in [Section 1](#).

Which of my suppliers should I be engaging with?

Good practice is to gain a better understanding of food waste in your supply chain and focus supplier engagement accordingly. We would recommend that you initially prioritise larger/strategic suppliers – working overtime towards c. 50% of supply of key products/ingredients (by volume, value or impact).

Whilst there is a harmonised approach to inviting suppliers to adopt ‘Target, Measure, Act’, the nature of supplier engagement will vary depending on the business’s operating model and its supplier base. [Whole Chain Food Waste Reduction Plan](#) may be developed between

an individual larger business and key suppliers, or by consortia of businesses, trade bodies and others such as WRAP. It may not be appropriate to engage with smaller suppliers in the same way. For example, in relation to agricultural suppliers, a trade body-led approach focused on specific categories or challenges may be more relevant, supported by larger business customers.

Should I be asking my larger suppliers to report their waste data back to me as their customer?

There is no requirement for you to do this, it is something that you should decide and agree for your individual businesses. As outlined in the [‘Working with your Suppliers’](#) section of the [Food Waste Reduction Roadmap Toolkit](#) your key suppliers should work towards the best practice of reporting individual company results publicly, but as a minimum share their data with those responsible for tracking and facilitating progress as appropriate (e.g. WRAP, trade bodies).

How should I be engaging with my suppliers?

You should engage suppliers in a way that makes sense for your business. WRAP’s good practice recommendation would demonstrate that:

- The engagement is part of an ongoing dialogue, not a one-off communication.
- You are acting in partnership with suppliers and have agreed actions – for example within a [Whole Chain Food Waste Reduction Plan](#)

What do we mean by ‘Whole Chain’?

This typically refers to the supply chain from farm (the point at which a crop or product is ready for harvest/processing) to the point of sale to end customer (Retail). A Whole Chain FWR plan should be agreed with larger or strategically important suppliers focusing on the biggest hotspots/highest waste categories. For smaller suppliers (e.g. agricultural), a trade body led approach focused on specific challenges may be more relevant. Good practice would be to involve all partners along the chain to review where the biggest wastes occur and the causes so joint actions and solutions can be agreed, and to avoid unintended consequences (i.e. shifting where food waste arises from one part of the chain to another).

What about my overseas suppliers?

The principles of ‘Target, Measure, Act’ would still apply to an overseas supplier. [The Food Waste Reduction Roadmap](#) and [UK Guidelines](#) have been developed for the UK Food industry and WRAP will be reporting data and progress at a UK country level. For this reason it is recommended that you focus on suppliers based in the UK, however you may want to extend the engagement to both your operations and your suppliers overseas but that is a decision for your business.

5. Engaging with consumers to influence their behaviours and reduce their food waste

I am being asked to engage with consumers to help them reduce their food waste - why is this and what does this mean in practice?

The scope of SDG12.3 is from farm to fork so helping consumers reduce their food waste is important and will contribute to achieving the target. Household food waste makes up around 70% of UK (post-farm gate) food waste, with ‘plate waste’ out of home an important part of food waste from hospitality and food service.

Whether you have direct interaction with consumers through your brand or via a customer brand there are lots of potential ways you can influence their behaviours, and also innovate around your product, its packaging and labelling – as outlined in the [‘Helping to reduce consumer food waste’](#) section of the [Food Waste Reduction Roadmap Toolkit](#). Your staff are

also of course consumers, and engaging them on how to reduce food waste at home and out of home is one direct way you can contribute in this area.

6. Industry roadmap – tracking progress

How will progress against the roadmap milestones be measured, and who will do this?

WRAP will be responsible for assessing progress against the roadmap milestones, and on progress towards the Courtauld 2025 food waste target and SDG12.3. This will be done on the basis of information provided to WRAP by businesses (including Courtauld 2025 signatories), trade bodies and any additional information in the public domain. WRAP will also carry out additional research necessary to assess progress (for example measurement of household food waste, a retailer survey to monitor changes to products, packaging and labelling, and analysis of national datasets such as those from the EA).

When will progress against the roadmap be reported?

WRAP will report on progress publicly in 2019 (autumn), 2022 and 2026, alongside reports on progress towards the Courtauld 2025 targets. There will be a final report on SDG12.3 in 2031. In addition WRAP will provide an annual update to UK Governments and Courtauld signatories.

What will businesses / trade bodies need to share with WRAP?

Business will be asked to share their own UK food surplus and waste data, using the common [Reporting Template](#) or [Data Capture Sheet](#). These templates enable you to generate a Food Waste Report that contains both data and important descriptive context (e.g. clarifying your scope and methods; and providing narrative on your progress in reducing food waste).

Best practice is for the narrative section of your Food Waste report to include information on:

- Actions that your business has taken/is taking to work in partnership with suppliers to reduce food waste (e.g. the number of whole chain Food Waste Reduction Plans you have in place)
- How you have engaged customers to reduce food waste (e.g. adopting know best practices for food date labelling and storage advice; helping test new innovations; awareness raising)

Where trade bodies are collating food surplus and waste data on behalf of members, they will be asked to either submit individual Food Waste Reports (anonymised if required) or aggregated data in a consistent format to the [Reporting Template](#), or [Data Capture Sheet](#). To avoid double counting (e.g. where a business reports via multiple channels), trade bodies will be asked to provide transparency on which businesses are represented within the aggregated dataset.

7. Others

How can we reduce the ‘inedible parts’?

Reducing the weight of ‘inedible parts’ could be addressed through exploring options to send additional material to produce animal feed (where legally permitted) or bio-material processing (where relevant) and/or through optimising the choice of raw materials (% inedible parts) or processing (reducing the amount of food that ends up being disposed of with the inedible parts). There may also be new opportunities to create food products through material traditionally considered ‘inedible parts.’

You might be interested in the information on WRAPs website [here](#).

How does moving material up the hierarchy count towards reducing food waste?

Redistribution to people, diversion to animal feed or bio-material processing all count as food waste prevention and so moving material from lower down the hierarchy to any of these will reduce what you report as food waste.

Moving material from lower down to higher up the hierarchy is likely to bring business benefits even if the material would still be defined as food waste (e.g. moving from landfill to AD). Similarly there are social and business benefits from moving material up the hierarchy within redistribution, diversion to animal feed and use in biomaterial processing.

Is there a conflict between a focus on waste tonnage vs a focus on carbon?

SDG12.3 calls for a 50% reduction in the weight of food wasted, which will deliver a significant carbon (and financial) benefit.

I would like to get a better understanding of best practice in reducing food waste i.e. are there any examples you are aware of which might provide some inspiration

There are a range of resources and case studies available from WRAP, IGD, the CGF, UK Hospitality and others (including retailer supplier networks), and some useful links are provided [in the Toolkit](#).