

EcoProcura 2009

Climate Neutral through Procurement

Reykjavik, Iceland, 25-27 March 2009



Training Description Form

Background to EcoProcura 2009 Training Sessions

There will be a number of training sessions included in the EcoProcura 2009 conference programme. The overall aim of these training sessions is to provide participants with the opportunity to access practical advice from experts on a particular topic. The training sessions should be interactive and encourage discussion between participants as well as provide them with practical skills they can use in their own organisations.

Organisations who are running these training sessions are asked to provide some information about the content of the training prior to the conference by completing the following form and returning it to ecoprocura2009@iclei.org by 1st March 2009.

Should you have any questions or you would like to discuss the concept behind your training please contact Sarah McCabe at sarah.mccabe@iclei.org or +49-761/368 9245.

Training Title:

Training Aims

You should provide no more than 4 aims. The aims should state the skills and knowledge you would like the participants to acquire during the training e.g. For participants to understand the calculations behind life cycle costing. For participants to be able to include environmental considerations in tender specifications.

1. For participants to understand the theory of life cycle costing (LCC) - its parameters and calculations.
2. For participants to understand when to use LCC.
3. For participants to be able to use a LCC-tool.
4. For participants to learn how to use LCC in tender specifications.

Training Session Description

Provide a short description of the content of the training session (1 paragraph).

A mix between the theoretical foundation and the practical use of LCC in the procurement process to show the importance of such calculations and give incentives and tools to the procurer to use LCC.

Method and Format:

Complete the following table.

Method - describe the methods you will use to achieve the aims of the session	Timing
<i>e.g. Presentation on theory of Life Cycle Costing</i>	<i>10.00-10.20</i>
<i>e.g. Group exercise - brainstorming how Life Cycle Costing can be used for different types of products...etc</i>	<i>10.20-10.30</i>
Theory on LCC	14.15-14.30
When is it appropriate to use LCC - examples and discussion	14.30-14.50
Practical use of a LCC-tool	14.50-15.10
How to include LCC in the procurement process	15.10-15.20

Questions/discussion	15.20-15.30
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Trainer(s) Name(s): Annie Stålberg

(Optional) Recommended reading for participants preparation

Please provide the title of the reading here and provide a web link or attach the documents.

http://www.msr.se/upload/105/MSR_LCC_080313en.xls

Additional equipment requirements

A laptop, projector and whiteboard will be provided in the training room. Please indicate whether you need any additional equipment for your training session (eg. coloured paper, pens etc). Please also indicate if you have any special needs regarding the set up of the tables and chairs for participants.

Remarks:

Name & date: Annie Stålberg 2009-03-02