

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 16th 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: Sustainable Procurement - first steps

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.

To build understanding of the building blocks of sustainable procurement as developed by the UK Sustainable Procurement Task Force

To share learning from the use of these building blocks in the UK public sector and elsewhere

To test the suitability of these techniques for other countries

Training Session Description

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

The session will focus on the Flexible Framework and Prioritisation Methodology - the two building blocks developed by the UK Sustainable Procurement Task Force. The Flexible Framework is a maturity model used by organisations to assess their progress in sustainable procurement. The Prioritisation Methodology is a risk-based tool aimed at assisting organisations in identifying their key spend categories from a sustainability perspective.

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>
Introductions	
Background to the Sustainable Procurement Task Force Building Blocks	
Flexible Framework	
Prioritisation Methodology	
Testing and discussion	

Trainer(s) Name(s): Barbara Morton

(Optional) Recommended reading for participants preparation

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

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: Barbara Morton 22 March 2009