



**Sustainable
United Nations**



**MARRAKECH TASK FORCE ON SUSTAINABLE PUBLIC PROCUREMENT (MTF on SPP)
– LED BY SWITZERLAND**

EC FUNDED CAPACITY BUILDING PROJECT ON SPP

**‘TRAIN THE TRAINER’ workshop on the
Marrakech Task Force Approach for SPP implementation**

Paris, 6-8 April 2009

Venue: UNEP DTIE 15, rue de Milan, 75009 Paris Métro: Liège or St Lazare

Trainers: Barbara MORTON

AGENDA

MONDAY, 6 APRIL 2009

9:00 Registration

9:30 – 12:30 Morning session

1. Opening
Isabella MARRAS, Programme Officer, UNEP DTIE
Sustainable Consumption and Production Branch
2. Round table of introductions (experience of procurement and training, current involvement on SPP, expectations, etc.)
3. Outline of the workshop and rules of engagement
4. Background to the Marrakech process
Adriana Zacarias, Programme Officer UNEP DTIE
 - Global presentation
 - Task Forces
 - Targets to be met by the MTF on SPP
 - Progress to date
 - Role of UNEP

5. Implementing the MTF Approach in developing countries. The EC and Swiss funded project on capacity building on SPP: aims, objectives, target countries, SPP Approach
Farid Yaker, Programme Officer, UNEP DTIE

- what it is?
- how it emerged from the work of the MTF?
- the implementation plan
- handling of legal and institutional frameworks, market readiness work

Discussion

6. SPP principles, including

- key messages
- emphasis to be given to these principles in training sessions
- need to take account of national circumstances

Discussion on SPP principles

12:30 – 14:00 Lunch break

14:00 – 17:00 Afternoon session

7. Status Assessment (with Mark HIDSON, ICLEI)

- what it is?
- how it relates to implementation and training?

Discussion on SPP implementation

8. Introduction to SPP Training package and guidance material

- how it emerged?
- who it is for?
- how it is designed to be used and by whom?
- protocols for trainers

9. Run-through of SPP training package and guidance material including:

- explanation of design of course (using procurement cycle as a basis) and links between training and Status Assessment;
- explanation of messages for policy-makers, procurers and others;
- discussion of key messages;
- aspects to be emphasised by trainers;
- delivery style, group work, exercises and feedback;

- use of case studies;
- use of local/national expert input e.g. to explain legal and institutional frameworks;
- the need for training to reflect national/organisational context

10. Run-through of SPP training package and guidance material:

- A1 & A2 - Laws and regulations relating to sustainable procurement
- A3 - Procurement organisation and structure
- A4 – A5 National government’s approach to sustainable development and SPP

TUESDAY, 7 APRIL 2009

9:30 – 12:30 Morning session

9. Run-through of SPP training package and guidance material:

- A6 – Aspects of SPP covered by national government’s approach
- A7- A8 – procurement implementation
- A9 -Tools for SPP
- A10 Budgets for SPP

12:30 – 14:00 Lunch break

14:00 – 17:00 Afternoon session

9. Run-through of SPP training package and guidance material:

- B1-B4 – How is procurement implemented in your organization?
- B5-B8 – Informing procurement priorities and decision making
 1. Identifying sustainability impact
 2. Using a risk-based approach
 3. Integrating sustainability into the procurement cycle
- B9 – support for small businesses

WEDNESDAY, 8 APRIL 2009

9:30 – 12:30 Morning session

9. Run-through of SPP training package and guidance material:

- B10-B13 – Informing procurement priorities and decision making
 1. Identifying sustainability impact
 2. Using a risk-based approach
 3. Integrating sustainability into the procurement cycle
- C1 – C4: stakeholder engagement in developing the SPP approach
- D: international legal agreements and conventions

12:30 – 14:00 Lunch break

14:00 – 17:00 Afternoon session

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