

Record of First Partner Meeting

Kenworthy Hall, St Mary's College, University of Durham

7 October 2008

10am for 10.30 am to 3.35pm

A list of those present and apologies is set out in Appendix 1

1. Introduction

John Forster (JF) welcomed everyone and set out the aim and objectives of partner meeting as follows:

Aim:

To help partners develop greater understanding of the impacts of procurement on poverty and the ways in which procurement processes can be adjusted to enable poverty to be taken into account

Objectives:

To provide opportunities for sharing knowledge and good practice through presentations, and discussions with those in FHE, poverty concerned organisations, collaborative procurement organisations, student bodies and others

To enable partners to influence key elements of the project and

To provide feedback on the way the project is being run and the material being produced

The agenda followed is set out in Appendix 2

2. Baseline Attitudes Questionnaire

JF handed out a knowledge and attitudes questionnaire which everyone was asked to complete to establish part of the baseline for the project. The questionnaire is reproduced in Appendix 3. The questionnaire is being sent out also to all partners etc in the programme. And when responses are in from them answers and results will be sent out to everyone.

3. Presentation by Juan Andre Santelices on "The Impact of Procurement on Poverty

[the full presentation will be put up on the EAUC website]

Juan summarised his talk by saying that:

- Buying from communities and small holders rather than from corporations, will provide a more equal distribution of wealth.
- The supply chains for buying ethically timber, food and carbon are available now.
- Supporting and getting to know our suppliers will have a great impact for buyers and producers.
- Consumers can also support the development of new supply chains by demanding new products.
- Buyers should get more involved in developing fair supply chains
- That 3.1 billion people still earn 2.5 dollars a day or less is a big scandal, and there are ways to solve it. Ethical and Fair Trade are one way to reduce poverty and injustice.
- Also 67% of the consumers in the UK believe that Fairtrade is the best way to reduce poverty.

- This is the time to commit with better policies in public and private procurement.
- The poor can't wait any longer and it is time to change our attitude to purchase, and to be responsible for those billions that are waiting to improve their livelihoods and be part of fair world.
- Your decisions have a major impact, do not forget it!

In discussion participants made the following points:

- The supply of fairly traded and ethically sourced goods was catching up with demand
- It was important to try and locate processing in poorer countries
- Don't walk away from producers/suppliers who can't immediately meet the criteria
- The better colleges and universities were already doing this to some extent;
- The initiative goes far beyond "Fairtrade"
- We will need to demonstrate the value added by following a sustainable option
- Pre-tender meetings are a possible way forward in some circumstances
- Badges (such as Fairtrade) are a simple reliable way of ensuring that something is ethically sourced.

4. Presentation by JAF on the programme

JF gave a brief presentation summarising some of the principal aspects of the project. The slides from this are set out in Appendix 4

5. What do partners want from programme?

Participants were asked individually to give the answer to the question "I would be really disappointed with the project if by the end of it, it hadn't.....". The responses are given below:

- Developed an Understanding the effects of procurement on poverty outside of fair-trade
- Developed Appropriate procurement tools
- Demonstrated An analysis of the value added by following a sustainable procurement route
- Demonstrated The added value obtained through using fairly sourced options
- Created A route map setting out how to introduce these new/revised practices
- Created resources that will help students to influence their institutions
- Developed an exit/continuation strategy at the end of the project to ensure that the project outcomes can be sustained and built on and extended to the sector as a whole.
- Met the needs of those using the goods and services that we procure – ie our internal/external customers should be satisfied (or delighted) with what we are providing for them
- Ensured that we have engaged with other projects and institutions that have been carrying out similar projects
- Set out Clear steps to show how to implement ethical procurement
- Undertaken In depth investigation of supply chains beyond fair trade
- Demonstrated that poverty aware procurement can still provide value for money
- Brought together sources of expertise on ethical trade
- Provided influence on existing suppliers – other than catering

JF said that other partners would be asked for their views and the responses given would be circulated.

He also said that the project would have make sure that it met partners' expectations.

6. Categories

JF said that it was very important that the meeting gave its views on the first principal stage of the project which was to be the work on creating data sheets describing the poverty implications of a number of different categories of goods.

There were four aspects to this which needed to be considered:

- What criteria for choosing categories?
- What Categories?
- What should be the scope of the data sheet?
- How would the work on researching and writing the data sheets be undertaken?

6.1. Criteria –

In a short presentation, JF identified four Issues affecting category choice

- How do they relate to “Procuring the Future”?
- Are they used in FHE – as part of operations or relate to academic courses?
- Poverty implications – sourced from developing countries?
- Recognised labelling, ethical sources?

Participants considered these and then suggested a range of additional criteria which are given below. The points below should be prefaced with statement that “Categories chosen should try and meet the following criteria:”

- Enable comparison between different kinds of labels etc
- Provide educational/promotional value eg through having a high profile like “hoodies” for students – because all students are given them and they could be made aware of the associated issues of ethical sourcing
- Have a high value of spend – e.g. paper
- Enable influence to be exerted on particular major suppliers eg. Dell for computers
- Relate to whether it was likely that changes to the way particular categories were being purchased could be influenced quickly e.g. Relate to timetable for drawing up new sector wide contracts for the category concerned – hence be able readily to effect change
- Relate to an associated environmental aspect – which should be considered also

JF said he would circulate these criteria round all partners and ask for their comments.

6.2. Choice of categories

JF had previously circulated a list of suggested categories. In small groups, participants selected 4-5 categories and then these selections were combined and in plenary, individuals were asked to vote for their favourite 6 (using sticky dots). People were barred from using more than one vote per product. The results of this are shown in Appendix 5

JF said he would circulate to those not present asking for their vote. He would then create a final list which he would circulate to partners inviting suggestions about sources of information to undertake research

6.3. Data sheet Scope

JF had previously circulated a paper setting out ideas for this and summarised this in a brief presentation given below: .

- Standard paragraph describing project and role of Data sheets
- Product description
- Volumes and values of trade and reasons for demand – uses ---
- Significance to local economy where grown, or processed and ethical issues
- Verification, labelling, certification forms
- Campaigns and pressure groups etc focussing on product and companies involved
- Important published sources about product and its uses – including case studies
- Summary of the data sheet focussing on the main issues that need to be taken account of in procuring this category of good
- References

Little time was available for discussion, but the suggestion was made that in view of the breadth of some categories a further introductory section was needed where category as a whole was examined –and choice made of more detailed sub-categories to examine. **JF agreed to modify the scoping paper accordingly – and circulate round. All those present and all partners would be asked for their views.**

6.4. Writing the data sheet

JF outlined some of the issues involved in writing the data sheet:

- Using existing resources –largely web based; where are they found?
- An agreed template must be used
- Work Coordinated and first edited by John Forster –
- Research assistants to do work – either based near to JF or in any FHE institution (or associated organisation)

It was agreed that JF would draw up a brief for the work and then invite all partners and associated organisations if they would be interested in hosting someone to write one or more data sheets..

7. Evaluation

JF gave a brief presentation on the evaluation. He said that five issues to be explored by the evaluation:

- How far has the programme achieved its objectives?
- Where are there examples of good practice and what are they?
- Has the programme and individual elements in it resulted in changed knowledge and attitudes?
- To what extent have different elements and processes in the programme contributed to these outcomes?
- What improvements could be made to the way in which the programme was delivered

There would be three principal data gathering activities:

1. Initial baseline and concluding surveys of:
 - (a) individual attitudes and knowledge and
 - (b) procurement policies and processes in institutions.
2. Feedback from participants at Partner Meetings – gathering of feedback after each of the 5 partner meetings – to inform on progress and help shape the future project.
3. Feedback from Dissemination Events feedback will be gathered from participants' after presentations to be given on the project at 2/3 events near the end of the project

JF said that the work would be designed and undertaken by independent consultant Jimmy Brannigan.

The first engagement of partners with the evaluation process would be the attitudes and knowledge questionnaire (**which would be mailed out to those not present at the meeting**) and **the “procurement policies and processes” survey which would probably be web based and for which a link would be mailed out within the next three weeks.**

8. Membership

JF said that there were three principal categories of people and organisations linked to the project:

- Staff in partner colleges and universities;
- Staff in “associated organisations” such as collaborative procurement organisations, poverty-related organisations, trading organisations etc.
- Students in partner colleges and universities and central student organisations such as People and Planet.

A list of current contacts was tabled and is given in Appendix 7

We agreed that there was a wider range of associated organisations that might be involved and participants agreed to approach some of these. It was also agreed that more student involvement was desirable and that approaches would be made to NUS and that JF would invite individual partner FHE institutions to approach students/student bodies and ask them to become involved

9. Next partner meetings –

JF said that it was intended to have five partner meetings- with subject matter and timing as set out below.

1	Oct 08	Introduce the project; Choose categories; Discuss the Data sheet; Brief partners on the poverty agenda; Discuss arrangements for evaluation base line
2	Jan 09	Outcomes from Part 1 of Data Sheets, and outcomes from baseline evaluation; consider nature of guidance needed by sector to inform writing of Part 2 of Data Sheets (new procurement processes)
3	May 09	Review of further Part 1 dissemination material:– website, video. Consider draft of Part 2
4	Oct 09	Discuss comments on new processes
5	Mar 10	Wrap up meeting to summarise outcomes, experiences and discuss way forward

He suggested that it might be possible to use video conference at the next meeting – in which case there could be two venues. One might be e.g. in Edinburgh and another e.g. in Leeds – with appropriate facilitation in each location.

Partners would be consulted over venues and dates of the next meeting.

10. Advisory Board

A paper setting out terms of reference and membership of the Advisory Board had been previously circulated. Pat Condon and Mike Briggs were confirmed as the FE and HE representatives respectively. Participants would think about other possible representatives from student bodies, collaborative procurement organisations and commercial organisations.

11. Feedback Form

A feedback form on the quality of the event was handed out and completed by most of those present. The responses given will help improve the quality of future events. A copy of the form is given in Appendix 6.

12. Conclusions

Thanks were given to Liam Glasper and the University of Durham for hosting the meeting.

Kim Tan tabled some materials from Oxfam as follows:

Corporate documents on

“Oxfam GB Supply Policy”; <http://www.oxfam.org.uk/resources/suppliers/supply.html>

“Oxfam Ethical Purchasing Policy” <http://www.oxfam.org.uk/resources/suppliers/ethicalpurchasing.html>

“Ethical purchasing- what does it mean for you, our suppliers?”

<http://www.oxfam.org.uk/resources/suppliers/ethicalpurchasingsuppliers.html>

“Oxfam GB Policy on operational sustainability”, http://www.google.co.uk/search?sourceid=navclient&hl=en-GB&ie=UTF-8&rlz=1T4DKUK_en-GBGB271GB271&q=Oxfam+GB+Policy+on+operational+sustainability%e2%80%9d%2c+ and

“Oxfam GB supplier Questionnaire”.

http://www.oxfam.org.uk/resources/suppliers/downloads/supplier_questionnaire_mar08.pdf

He also handed out a copy of Kate Raworth et al “The private Sector and poverty reduction”

http://www.oxfam.org.uk/resources/downloads/FP2P/FP2P_Private_Sector_Pov_Red_BP_ENGLISH.pdf

Other Associates and partners were invited to contribute other relevant documents.

APPENDIX 1

PARTICIPANTS AND APOLOGIES

Name	Post title	Organisation
Present		
Daniel Abrahams	Student	University of Edinburgh
Rick Boyce	Procurement Officer	Cardinal Newman College
Mike Briggs	Purchasing Manager	Leeds Metropolitan University
Patrick Condon	Procurement & Legal Services Manager	Blackpool & The Fylde College
Stephen Connor	Procurement Development Assistant	APUC Scotland
Adrian Davies	Buyer	Crescent Purchasing Consortium
Catherine Dishington	Ethical Supply Chain Coordinator	NUS Services Ltd
Pippa Ford	FE Procurement Officer	Learning & Skills Council
John Forster	Consultant - Project Manager for PPAPC	John Forster Associates
Liam Glasper	Strategic Contracts Manager	University of Durham
Kim Haskins	Senior Buyer	NUS Services Ltd
Susan Horsman	Environment Officer	University of St Andrews
Betsy Reed	Coordinator	Scottish Fair Trade Forum
Juan Santelices	Trustee	Plan Vivo
Kim Tan	Campaigns Officer, Yorkshire Humberside	Oxfam
Apologies		
Ann Anthony		Stockton Riverside College
Emily Cantrell	Campaigns and Outreach Team Manager	People and Planet
Claire Gray	head of Procurement	University of Cumbria
Leanne Horton	Head of Purchasing	University of Central Lancashire
Fiona Hughes	Director of Creative Industries	Ayr College
Adrian Kitchen	Head of Dept/ Sus. Dev. Manager	Oatridge College
John McCallion	Chair	Scottish Fair Trade Forum
Alex Mcfarlane	Chair of AUPO CSR group	Association of University Procurement Officers
James McPherson	Facilities Manager	Ayr College
Iain Patton	Executive Director	EAUC
John Salter		Elmwood College
Laura Watson	Director of Procurement	University of Durham

APPENDIX 2

AGENDA AS FOLLOWED

10.00	Reception and refreshments
10.30	Introduction to the meeting – purposes of meeting
10.40	Baseline questionnaire for participants
10.50	Impact of procurement on poverty <i>Keynote presentation followed by discussion</i> Juan Andres Santelices a Director of Plan Vivo Foundation and a consultant in Fairtrade with many years experience in working in this area both in western Europe and in developing countries,
12.20	Outline of the PPAPC project* (paper 1)- <i>Presentation followed by discussion:</i> John Forster Project co-ordinator
12.45	Lunch
1.25	What do partners want from the programme? Discussion
1.40	Categories and Category choice (Paper 2) - Choice of categories, scope and development of data sheet <i>Work in small groups with plenary discussions</i>
1.40	Criteria – presentation – plenary discussion
2.00	Category choice in small groups, feedback and voting on choices (with refreshment break)
2.55	Scope of data sheet Undertaking work
3.00	Project Evaluation process
3.10	Partners and associated organisations–
3.15	Advisory board members* (Paper 3)
3.20	Partner meetings
3.25	Feedback questionnaire on first partner meeting
3.35	Finish

*Sent out as papers in advance

APPENDIX 3

KNOWLEDGE AND ATTITUDES QUESTIONNAIRE

The purpose of this questionnaire is to get an understanding of current knowledge and attitudes to Fair trade and poverty amongst the partners. **All results will be treated anonymously** (the purpose of asking your name is so that you are not asked twice to complete this)

About yourself

1. **Your Name:**
2. **Type of organisation with which you are associated (circle one):**

FE	HE	Other (please specify):
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3. **If associated with FE/HE please say are you (circle one):**

Procurement related staff	Environment/sustainability staff
Other Staff	Student or officer in student organisation

Knowledge of fairly traded products and poverty issues

4. **What fraction of the world's population lives in extreme poverty? Please circle one**

a) 1/2	b) 1/6	(c) 1/10	(d) 1/100	(e) Don't know
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5. **What was the total value of Fairtrade product sales in the UK in 2006? Please circle one**

(a) £9m	(b) £90m	(c) £290m	(d) £390m	Don't know
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6. **How many Fairtrade certified cotton products are now available? Please circle one**

(a) Between 100-399	(b) Between 400-699	(c) Between 700-999	(d) More than 1,000	Don't know
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7. **The World Bank has classified poverty into "extreme" and "moderate". There are very short definitions of each of these expressed as income levels:**

(a) What does the World Bank mean by "extreme poverty"?

(b) What does the World Bank mean by "moderate poverty"?

8. **In a maximum of 30 words say how you would define poverty:**

Continued overleaf

Attitudes to procurement of fairly traded products in FHE

9. Please rate agreement with the following statements from 1: Totally disagree to 4: Totally agree

	1	2	3	4	Don't know
a. Procurement staff in my institution are equipped with the skills and knowledge to deal with poverty and fair trade in procurement,					
b Other staff in my institution are equipped with the skills and knowledge to deal with poverty and fair trade in procurement,					
c Purchasing consortia have the skills and knowledge to deal with poverty and fair trade					
d It is going to be very difficult to make progress on poverty issues within procurement within FHE.					
e. I know where to get information on ethically traded and fairly traded products.					
f I believe fair trade and poverty issues are a key part of sustainable procurement					
g I believe Value for Money is a key part of sustainable procurement					
h. I believe there are ways to get Value for Money and purchase ethically.					
i. I believe procurement in FHE has a role in alleviating poverty.					

10. Please score how important will be commitment by different players if FHE is to be able to support poverty alleviation, and fair trade. Where 1 is unimportant and 4 is very important

	1	2	3	4	Don't know
a. Government					
b. Senior management in institutions					
c. Individual staff					

11. Please rate the significance of the following elements in the procurement process for enabling poverty to be taken into account - using the rating 1-4 (Four being the most significant)

	1	2	3	4	Don't know
a Supplier selection via pre qualification questionnaire					
b Giving high weight to ethically traded/ fairly traded products in selecting successful tenders					
c Working with suppliers to improve their poverty related performance					
d Specifying products that are bound to come from sources with beneficial impacts on poverty					

Any comments?

12. Please add any comment here

APPENDIX 4

THE PROJECT PLAN - SUMMARISED BY JOHN FORSTER

Purposes and outcomes of project

Overall purpose is to join together further and higher education (FHE) and those with a poverty reduction objective so as to :

- Increase understanding of links between poverty and procurement in developing regions
- Develop changed procurement processes to enable poverty implications to be taken into account
- identify best ways of introducing necessary changes into institutions
- Increase the awareness of whole FHE sector of the links between poverty and procurement and of the changed procurement processes

The project will run until 31 March 2010 with 16 Universities and Colleges in Scotland, Northern Ireland and Northern England

Methods to achieve this

- Write a Data Sheet for different commodities describing their links with poverty [See Categories discussion later]
- Undertake a survey of the procurement processes in place in partners to procure these commodities [See baseline survey under evaluation later]
- Identify the best procurement processes for these commodities so as to optimise poverty impacts
- Draw together information on the best ways to introduce the revised processes into FHE
- Disseminate findings on impacts and processes to other relevant organisations using conferences, and materials on the EAUC web site
- Evaluate the achievements at the end of the programme [See Evaluation discussion later]

Dissemination

- The (Categories) Data Sheet
- Partner meetings:
- Regular e-mail bulletins to partners and associated organisations
- Newsletter for sector and others.
- EAUC Web site:
 - Briefing on project;
 - Data sheets, providing information on commodity impacts
 - Detailed description of procurement processes – using interactivity where appropriate
 - Access to video material
- Video : short clips showing links between poverty and procurement,.
- End of project events: a series of events will be held to help disseminate outcomes to a wide range of stakeholders.

APPENDIX 5

LIST OF CATEGORIES

Vote on list of categories

In small groups, participants selected 4-5 categories and then these selections were combined and in plenary, individuals were asked to vote for their favourite 6 (using sticky dots). People were barred from using more than one vote per product.

	Votes in plenary
Categories put forward by small groups	
<i>Clothing (mainly from cotton for workware, fashion etc)</i>	8
<i>Beverages – Growing and processing (e.g. Cocoa/ Chocolate Tea Coffee Juices, Wine, Spirits)</i>	4
<i>Seafood - growing/harvesting/processing</i>	4
<i>Sugar -Cane – growing, processing</i>	2
<i>Paper – growing, harvesting, processing</i>	9
<i>Timber for furniture and construction</i>	10
<i>Beauty products</i>	6
<i>Carbon Trading/Energy/transport</i>	6
<i>IT</i>	12
<i>Construction in general</i>	6
<i>Banking/financial services</i>	8
On original list but not chosen by small groups	
<i>Dried Fruits (Nuts, seeds, raisins, apricots, etc)</i>	1
<i>Fresh Fruits and vegetables (Bananas, grapes, avocados, mangoes, lemons)</i>	1
<i>Oils (Olive, Nut seeds, palm etc)</i>	1

APPENDIX 6

Partners and Contacts 7 October 2008

University and Colleges - Environment/Procurement staff			
Blackpool & The Fylde College	Pat Condon	Procurement & Legal Services Manager	
Ayr College	Fiona Hughes	Director of Creative Industries	
Cardinal Newman College	Denise Kennedy	Senior Finance Officer	<i>Rick Boyce also named as contact</i>
Elmwood College	John Salter	Principal Lecturer	
Leeds Metropolitan University	Sarah Coll	Purchasing Officer	<i>Mike Briggs also named as contact</i>
Oatridge College	Adrian Kitchen	Principal Lecturer	
Stockton Riverside College	Ann Anthony	Finance Director	
University of Bradford	Jaime Sullivan	Ecoiversity Programme Manager	<i>Ian Stow also named as contacts</i>
University of Central Lancashire	Leanne Horton	Head of Purchasing	
University of Cumbria	Claire Gray	Head of Procurement	
University of Durham	Liam Gasper	Strategic Contracts Manager	<i>Laura Watson also named as contact</i>
University of Edinburgh	Karen Bowman	Director of Procurement	<i>George Sked and David Somervell also named as contacts</i>
University of St Andrews	Roddy Yarr	Environment Manager	<i>Susan Horsman also named as contacts</i>
<i>Institutions considering involvement</i>			
University of Newcastle	Neil Addison	Purchasing Manager	
Adam Smith College	Bob Gray	H,S &E manager	
Other principal contacts			
Fairer Trading/Poverty related			
Ethical Trading Initiative	Pinns Brown		<i>Not yet spoken</i>
Fairtrade Foundation	Samantha Dormer	Out of Home	<i>Had Discussions</i>
Fairtrade Foundation	Harriet Lamb	Executive Director	<i>Had Discussions</i>
One World Shops - Scotland	Rachel Farey		<i>Had Discussions</i>
Oxfam	Kim Tan	Campaigns Officer, Yorkshire Humberside	Advisory Board
Oxfam in Scotland	Eilidh Whiteford	Campaigns Manager	<i>Had Discussions</i>
SCIAF	Abi Dymond		<i>Not yet spoken</i>
Scottish Fair Trade Forum	John McCallion	Chair	Advisory Board
Scottish Fair Trade Forum	Betsy Reed	Development Officer	Advisory Board
Shared Interest	Paul Sharpe	Supporter Relations Manager	<i>Had Discussions</i>
Traidcraft PLC	Fiona Gooch	Policy Advisor, Responsible Purchasing	<i>Had Discussions</i>
World Development Movement Scotland	Simon Bateson		<i>Not yet spoken</i>
"Other"			
University of St Andrews	Emilia Ferraro	Teaching Fellow, Anthropology	<i>Had Discussions</i>
Association of University Procurement Officers	Alex Mcfarlane	Chair of AUPO CSR group	Advisory Board
Shell Foundation	Alison Warters/Rodwell		<i>Had Discussions</i>
Chartered Institute of Purchasing and	René de Sousa	Senior Procurement Specialist	<i>Had Discussions</i>

Supply			
Learning and Skills Council	Pippa Ford	FE Procurement Development Officer	<i>Had Discussions</i>
	Juan Andres Santelices		<i>Had Discussions</i>
Collaborative Procurement			
APUC	Steven Connor	Procurement Development Assistant	
Crescent Purchasing consortium	Adrian Davies	Buyer	Advisory Board?
NUS Services Limited	Catherine Dishington		Advisory Board
APUC	Helen Foster	Procurement Development Specialist	Advisory Board
The Universities catering Organisation (TUCO)	Jonathan Main	National Chair and Secretary	<i>Represented via Alex Macfarlane</i>
North Western Universities Purchasing Consortium Ltd	Paul Tomany	Managing Director	<i>Represented via Alex Macfarlane</i>
North Eastern Universities Purchasing Consortium (NEUPC) Ltd	Simon Toplass	Head Of Consortium	<i>Represented via Alex Macfarlane</i>
Student/Student-related			
People and Planet - University of Edinburgh	Daniel Abrahams		
People and Planet - National	Emily Cantrell	Campaigns and Outreach Team Manager	Advisory Board
People and Planet (Univ of Edinburgh)	Ben Miller	Scottish co-ordinator	<i>Had Discussions</i>
University of Edinburgh Student's Association	Laura Baker	Welfare convener and ethics/environment officer	

APPENDIX 7

FEEDBACK FORM ON EVENT

The purpose of this feedback document is to help us review how the project is developing and identify ways in which we can support the project partners and improve the partner meetings. Feedback will be used to shape the following partner meeting and agenda.

Your feedback is appreciated.

General

(1) Please rate the quality of the following aspects of the event, where **1 is very poor and 4 is very good**

	1	2	3	4
a. Booking/registration process				
b. Travel information provided				
c. Venue				
d. Quality of Catering				
e. Audio Visual				
g. Clarity of purpose for the meeting				
h. Quality of Facilitation				
i. Structure of whole day - ie mix of plenaries, speakers and break-outs				

(2) Please comment on your rating especially if it is 2 or below and suggest what could be done to improve any of the above for the next partner meeting?

Individual sessions

(3) Please rate how you feel about the individual sessions, where **1 is very poor and 4 is very good**

	1	2	3	4
Baseline questionnaire for participants				
Impact of procurement on poverty - Juan Andres Santelices				
Outline of the PPAPC project* John Forster				
What do partners want from the programme? Discussion				
Categories -				
Items in second half of afternoon				

(4) Please comment on your rating

