

## Sustainable Procurement – Levels 1 & 2 of the Flexible Framework ‘Making your first steps in Sustainable Procurement’

**LEEDS CITY COLLEGE**

**30 September 2009**

9.30am	Registration and Coffee
10.00am	Understanding Sustainable Procurement and the Flexible Framework
10.30am	People <ul style="list-style-type: none"><li>• Sustainable Procurement Champions</li><li>• Providing training</li></ul>
11.00am	Coffee Break
11.15am	Policy, Strategy and Communications <ul style="list-style-type: none"><li>• Producing a Sustainable Procurement Policy</li><li>• Engaging Senior Managers</li><li>• Sustainable Procurement as part of wider strategies and programmes</li></ul>
12.15pm	Procurement Process <ul style="list-style-type: none"><li>• Identifying sustainability impacts</li><li>• Identifying sustainability opportunities in the procurement process</li><li>• Adopting ‘Quick Wins’</li><li>• Whole Life Costing</li><li>• Applying Sustainability Criteria in the award of contracts</li></ul>
1.15pm	Lunch
2.00pm	Engaging Suppliers within the Procurement Process <ul style="list-style-type: none"><li>• Identifying high risk supplier and prioritising management focus</li><li>• Planning a supplier engagement programme</li></ul>
3.00pm	Measurements and Results <ul style="list-style-type: none"><li>• What and how can we measure?</li><li>• KPI’s</li><li>• Reporting</li></ul>
3.30pm	Questions and feedback
4.00pm	Close