

Facilitator: Roberto Caranta, with tutoring by Maria Teresa Pisani.

Topic 4: Introduction to the EC purchasing recommendations - the GPP core and comprehensive criteria: this topic in the TOT programme will introduce participants to the purchasing recommendations (core and comprehensive criteria) for 10 priority product groups, which are presented in the EC GPP Toolkit Module 3. During the DL phase, participants will be asked to read all 10 product sheets and background reports. During the TOT Seminar in Turin, participants will work with the ITCILO team of experts on understanding the (scientific and environmental) framework within which the criteria have been set and will be guided on how to incorporate these criteria into tendering activities. Participants will go through examples of actual tender documents that incorporate environmental criteria for some of these products categories:

- copying and graphic paper, cleaning products and services, office IT equipment, construction, transport, furniture, electricity, food and catering services, textiles, gardening products and services.

Output 4: During the DL phase, participants will work in pairs. They will read the criteria product sheets and background reports, and will also receive simplified product sheets which will allow them to compare the common GPP criteria with existing national criteria easily. Participants will be asked to say whether and how national criteria may conflict with the EC core and comprehensive criteria. Participants will also receive questionnaires on the environmental impact and

technical characteristics of the products, to assist them in understanding the GPP criteria.

Facilitators: Barbara Morton/George Jadoun, with tutoring by Maria Teresa Pisani.

As follow-up to the TOT programme, the facilitators will provide continued guidance to participants on the preparation and implementation of national awareness-raising events.



Certificate

At the end of the programme, participants will be awarded an **EC-ITCILO "Training of Trainers for GPP Dissemination and Awareness-raising in the EU" Certificate**, which will outline the objectives and contents of the two components of the training (distance learning and face-to-face) and the types of activity undertaken by the participants throughout the programme.

Implementation of the EU Green Public Procurement (GPP) Policy: Dissemination and awareness raising



For further information, please contact:

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Green Public Procurement Training of Trainers Programme

1 June – 9 July 2009



DG Environment



International Training Centre

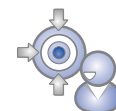
Green Public Procurement - Training of Trainers Programme



Background

Every year, the European public authorities spend the equivalent of 17% of the EU GDP on the purchase of goods, works and services. The sheer size of government expenditure in public procurement can play a pivotal role in shaping production and consumption patterns in the economy, in spurring innovation towards more cost-effective and environmentally sound technologies, and in expanding the demand and overall market share of greener and more efficient products and services. By following this path, governments will enhance the contribution of public procurement towards sustainable development.

This Training of Trainers (TOT) programme on GPP is part of an initiative launched by the European Commission DG Environment, and executed by the International Training Centre of the ILO (ITCILO) in Turin, to raise awareness of the EC GPP Policy and disseminate the EC GPP Toolkit in selected EU Member States. The initiative also aims to contribute to building the capacity for EU-wide use of the common GPP criteria for the 10 prioritised products/services groups (<http://ec.europa.eu/environment/gpp/toolkit>).



Objectives

The objective of this TOT programme is to impart to the 20 experts, selected from key national institutions responsible for GPP in the 10 EU Target Countries addressed by this project, the competencies necessary to run effective in-country dissemination and awareness-raising activities on the EU GPP Policy and Toolkit and on how to use the EC GPP core and comprehensive criteria in tendering activities. At the end of the training programme, the participants will have become:

- familiar with the EU GPP policy, its legal and regulatory frameworks, and the content of the GPP Toolkit recently developed and published by the European Commission/DG Environment (including how to incorporate the core and comprehensive criteria for 10 priority product categories in tendering procedures);
- able to design, run and evaluate awareness raising events and dissemination activities on GPP in their own countries and to apply relevant facilitation methodologies and techniques for effective organization and delivery of such events.

The TOT programme is an intensive, blended learning course of approx 1½ months. It requires dedication and intellectual commitment by the participants. The unique learning path offered (through a sequence of distance learning, face-to-face interactive learning and applied work) ensures optimal transfer of competencies while minimising disruption of the participants' job obligations at home.



Target audience

This course is aimed at the group of 20 national experts, selected from key national institutions responsible for GPP in the 10 EU Target Countries addressed by the project. These experts are GPP policy makers, environmental and procurement specialists who are responsible for the preparation, implementation and monitoring of green public procurement-related policies, national action plans, guidance notes and procedures, product criteria, standard tender documents, training and awareness-raising activities.



Programme structure and study period

The programme has two components:

- **1 June to 3 July 2009:** a distance learning (DL) phase that takes place through a distance learning platform on the Internet (www.itcilo.org/gpp);
- **7 to 9 July 2009:** a face-to-face component in the form of a TOT seminar that takes place at the ITCILO campus in Turin.



Programme curricula

The TOT programme relates to four main topics. These topics will be covered through both a distance learning component and a TOT Seminar.

For each topic:

- during the distance learning component, participants will be asked to study specific reading

material and to apply what they have learned through assignments sent by a tutor.

- during the face-to-face learning component, interactive expert presentations will address in detail key issues within each topic and discuss relevant good practice at the EU level. The participants will also work in groups to maximize experience-sharing with the ITCILO experts and colleagues. Participants will also do practical work: examining GPP contracts and producing actual tender documents.

Topic 1: Facilitation methods and techniques for GPP awareness-raising/dissemination events: this topic in the GPP TOT Programme will provide participants with guidelines on how to design, deliver and evaluate in-country GPP dissemination and awareness-raising activities. In particular, participants will gain an understanding of:

- what they have to do to design the activities in terms of: 1) identifying and selecting the target audience; 2) formulating activities, objectives, contents and delivery methods for the national events; 3) identifying and selecting the venue, as well as the human and material resources needed; 4) identifying and preparing the evaluation tools;
- what they have to do to run the activities in terms of: 1) promoting the dissemination/awareness-raising activity and convoking the target audience; 2) organizing the event and adjusting the design; 3) facilitating the dissemination/awareness-raising seminar; 4) doing the evaluation;
- what they have to do to evaluate the activities in terms of processing the evaluations, preparing reports and drawing lessons.

Output 1: During the DL phase, participants will prepare a draft Communication Plan for in-country GPP awareness-raising activities, including a preliminary analysis of key GPP stakeholders to target for those activities. Since there will be two national experts per country, participants will be asked to work in pairs and come up with a draft outline. This draft outline will be shared with other participants and discussed with the ITCILO experts during the TOT Seminar in Turin.

Facilitators: Tom Wambeke/Julietta Leibowicz, with tutoring by Maria Teresa Pisani.

Topic 2: EU GPP policy framework and key elements of a GPP National Action Plan (NAP): this topic in the TOT Programme will introduce participants to the EU Policy Framework for GPP and to the key elements of a GPP NAP. Key issues and good practice at the EU level

will be discussed in depth during the TOT Seminar in Turin. During that seminar, participants will also learn about life cycle assessment (LCA) for prioritizing key public spending categories for GPP and identifying the most relevant GPP criteria per product group. They will also learn about life cycle costing (LCC) for GPP and about the steps in building up a dialogue with the business community and other key stakeholders in GPP in the participants' home countries (these presentations will be based on tested methodologies and the experience of countries such as the UK).

Output 2: During the DL phase, participants will be asked to work in pairs to prepare an overview of their GPP NAP (approved or in preparation) in the form of a brief power point presentation. Participants will be encouraged to take into account the various steps in establishing an Action Plan for GPP (included in the reference document, "Managing GPP Implementation" of the EC GPP Toolkit Module 1). Although directed at individual organizations, this reference document includes useful information for devising NAPs (on prioritization, target setting, implementation, monitoring, etc.). Each group will be asked to give its presentation during the TOT Seminar and will have the opportunity to obtain detailed feedback from the ITCILO experts and other colleagues.

Facilitators: Barbara Morton/George Jadoun, with tutoring by Maria Teresa Pisani.

Topic 3 Introduction to the EU GPP Legal Framework: this topic in the TOT Programme will introduce participants to the legal and regulatory frameworks for GPP. Participants will be guided through the contents of the relevant EC directives, communications and regulations, and selected case law on GPP at the EU level. It will also highlight various mandatory GPP instruments and related policies and regulations (SCP/SIP, Energy Services Directive, Ecolabel, Energy Star Regulation, Directive on the promotion of clean and energy efficient road transport vehicles, Eco-design Directive, Energy Labelling Directive, Energy Performance of Buildings Directive, etc.). Key issues will be discussed in depth during the TOT Seminar in Turin.

Output 3: During the DL phase, participants will be asked to work in pairs and produce a brief report in which they highlight the extent to which relevant legal requirements for GPP have been incorporated into national legislation, regulations, procedures and standard tender documents.