

# TRAINING WORKSHOP ON SUSTAINABLE PUBLIC PROCUREMENT

## DEVELOPED BY THE INTERNATIONAL WORKING GROUP ON SUSTAINABLE PUBLIC PROCUREMENT (SPP) LED BY THE SWISS GOVERNMENT

Mexico City, July 28 to 31, 2009

### Place:

Secretariat of Environment and Natural Resources (SEMARNAT)  
Mario Molina Room  
Blvd. Adolfo Ruíz Cortines No. 4209  
Col. Jardines en la Montaña  
Del. Tlalpan  
CP. 14210. Mexico, D. F.

**Trainer:** Barbara Morton, Sustainable Procurement Ltda.

**Facilitator:** Victoria Belaustegui

### Objectives:

- train participants on the SPP approach developed by the MTF
- explore and discuss key issues related to the implementation of SPP in countries of Mesoamerica

## AGENDA

### DIA 1 – Tuesday July 28 – 09:00 a 17:00

#### 9:00 – 12:30 First Session

##### 1. Opening

- SEMARNAT (Secretariat of Environment and Natural Resources)
- Secretaría de la Función Pública (SFP) (Secretariat of the Public Service)
- CCAD (Central American Commission for Environment and Development)
- UNEP

2. Introduction of the trainer (Barbara Morton), of the facilitator (Victoria Belaustegui) and introduction to the workshop

3. Introduction of participants

#### 10:30 – 10:45 Coffee Break

4. Background of the Marrakech Process and presentation of the “Training on SPP”: (Victoria Belaustegui)

- Marrakech Task Forces
- Regional Progress
- UNEP’s role before and after 2010-11
- Project financed by the European Commission:
  - What is: purposes, objectives, pilot countries
  - How it emerged from the MTF

#### 12:30 – 14:00 Lunch

**14:00 – 17:00 Second Session** (Trainer: Barbara Morton)

5. Presentation of the approach of the MTF on SPP:

- MTF on SPP
- SPP approach:
  - Principles
  - Legal Study
  - Market Analysis
  - The role of the National Focal Points (NFP)
  - Policy
  - Training
  - Implementation

**15:30 – 15:45 Coffee Break**

6. Discussion on the approach, moderated by Barbara Morton

7. Initial Exercise of a product life cycle

8. Current Progress:

- Sustainable Public Procurement in Mexico (Alejandra Cabrera)
- The case of Costa Rica (Jeannette Solano García)
- Discussion

**DAY 2 – July 29 – 09:00 a 17:00**

**9:00 – 12:30 Third Session** (Trainer: Barbara Morton)

9. Initial review of the state of SPP

- Description
- Relationship with the training and implementation process
- Round table with participants about the SPP exercise. Discussion with the trainer.

**10:30 – 10:45 Coffee Break**

10. Implementation Plan for a SPP Policy and its relationship with the training

11. Introduction to the Prioritization Methodology (Barbara Morton)

**12:30 – 14:00 Lunch**

**14:00 – 17:30 Forth Session** (Trainer: Barbara Morton)

12. Prioritization exercise (Barbara Morton)

**15:30 – 15:45 Coffee Break**

13. Discussion and review of results

14. Actions arising from the prioritization methodology

### **DAY 3 – Thursday July, 30 – 09:00 a 17:00**

#### **9:00 – 12:30 Fifth Session** (Trainer: Barbara Morton)

15. Sustainable Procurement and the stages of the procurement process including case studies
- Identifying needs

#### **10:30 – 10:45 Coffee Break**

- Technical specifications

#### **12:30 – 14:00 Lunch**

- Evaluation and selection of suppliers

#### **14:00 – 17:00 Sixth Session** (trainer: Barbara Morton)

16. Exercise on the stages of the procurement process

### **Day 4 – Friday July, 31 – 9:00 a 17:00**

#### **9:00 – 12:30**

17. Continuing with the stages of the procurement process
- Evaluation of offers and adjudications

#### **10:30 – 10:45 Coffee Break**

- Contract Management

18. Exercise on the stages of the procurement process

#### **12:30 – 14:00 Lunch**

#### **14:00 – 17:00**

19. Participation of stakeholders in the procurement process  
20. Exercise

#### **15:30 – 15:45 Coffee Break**

21. Implementation in countries of South America (Facilitator: Victoria Belaustegui)
- Role of the MTF and UNEP
  - Tools and support for implementation

22. Questions and answers

23. Next steps

24. Course assessment