



Training Description Form

Background to EcoProcura 2009 Training Sessions

There will be a number of training sessions included in the EcoProcura 2009 conference programme. The overall aim of these training sessions is to provide participants with the opportunity to access practical advice from experts on a particular topic. The training sessions should be interactive and encourage discussion between participants as well as provide them with practical skills they can use in their own organisations.

Organisations who are running these training sessions are asked to provide some information about the content of the training prior to the conference by completing the following form and returning it to ecoprocura2009@iclei.org by 1st March 2009.

Should you have any questions or you would like to discuss the concept behind your training please contact Marta Anglada at marta.anglada@iclei.org or +49-761/368 9246.

Training Title: B7. Environmental Management Systems (EMS) in procurement

Training Aims

You should provide no more than 4 aims. The aims should state the skills and knowledge you would like the participants to acquire during the training e.g. For participants to understand the calculations behind life cycle costing. For participants to be able to include environmental considerations in tender specifications.

To understand and learn other forms of using EMS in public procurement beyond the selection criteria

Training Session Description

Provide a short description of the content of the training session (1 paragraph).

The training session contains a first short explanation about GPP and EMS but the main focus will be on the practical work that participants will do in small groups with real information

Method and Format

Complete the following table.

Method - describe the methods you will use to achieve the aims of the session	Timing
<i>e.g. Presentation on theory of Life Cycle Costing</i>	<i>10.00-10.20</i>
<i>e.g. Group exercise - brainstorming how Life Cycle Costing can be used for different types of products...etc</i>	<i>10.20-10.30</i>
General requirements for the tendering procedure. Legal framework for the use of EMS	10.00-10.10
Overlook of EMS: what they are?, what do they contain?, what type of documentation do they offer?	10.10-10.20
Work in small groups (2-3 persons): reading and comparing examples of Environmental Statements	10.20-10.30
Work in thematic groups: how can we extract useful information from the Environmental Statements to be used in GPP	10.30-10.40
Results of each thematic group	10.40-10.50

Presentation of practical examples & final discussion	10.50-11.15
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Trainer(s) Name(s): Josep Esquerrà & Helena Estevan (Ecoinstitut Barcelona)

(Optional) Recommended reading for participants preparation

Please provide the title of the reading here and provide a web link or attach the documents.

Additional equipment requirements

A laptop, projector and whiteboard will be provided in the training room. Please indicate whether you need any additional equipment for your training session (eg. coloured paper, pens etc). Please also indicate if you have any special needs regarding the set up of the tables and chairs for participants.

Flexible room equipment (mainly chairs) to form discussion groups, a laptop and a projector to be able to show the power point presentations

Remarks:

Name & date: Josep Esquerrà, February 23th.