



Dear Sir/Madam,

I am pleased to inform you that the International Training Centre of the ILO in collaboration with UNEP is organizing the following training workshop to be held at ITC/ILO in Turin in English language:

**“Sustainable Procurement - Social, Economic and Environmental Considerations in Public Procurement”**

**Course Code: A902532 1 week, 7-11 June 2010**

The objective of this Workshop is to contribute to improved capacity in the conceptualisation and implementation of environmental and social considerations in procurement, in line with internationally accepted principles and practices. It targets participants who are directly involved in procurement management and oversight, as well as those involved at a more strategic/policy level within procurement organizations of international development institutions and national government entities.

The evaluation of the previous course editions shows that this workshop provides participants with knowledge and skills that are relevant to their on-the-job needs as well as to their organization/s. Course materials and training methodology were deemed fit to achieve the course learning objectives and satisfactorily met the participants' expectations.

Attached please find the Course Flier that further explains course rationale, contents and delivery methodology. I would appreciate if you could disseminate information about this course to your colleagues, as well as to other potential candidates.

The participation fees are € 2,000 inclusive of tuition fees, training materials and full-board accommodation (cost of meals is built into the participation fees and cannot be separated). International air travel is not covered by the participation fees.

For Nomination form, Commitment Letter and further information please contact:

Sustainable Development and Governance Cluster  
Phone: +39-011-693-6364  
Fax: +39-011-693-6351  
E-mail: [m.pisani@itcilo.org](mailto:m.pisani@itcilo.org)

Please do not hesitate to contact me should you require any clarification.

Best regards

George Jadoun  
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International Training Centre of the ILO  
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Sustainable procurement



# Sustainable procurement

Social, economic and environmental considerations  
in public procurement

Turin, Italy



# Sustainable procurement

## Social, economic and environmental considerations in public procurement



### Introduction

Procurement is called Sustainable when organisations put in place processes whereby they meet their needs for goods, services, works and utilities in a way that achieves "value for money on a whole life basis" in terms of generating benefits not only to the organisation, but also to society and economy, whilst minimising damage to the environment.

Recently public procurement has become increasingly in focus as an instrument of public policy in addition to its traditional role as a cornerstone of good governance. Sustainable Procurement (SP) takes centre stage as a key indicator of governments' commitment to sustainable development. Achieving sustainable development in practice requires that economic growth supports social progress as well as respect for the environment, that economic performance reinforces social equity, and that environmental policy is cost-effective without compromising the livelihood of future generations. Governments should consider how to make better use of procurement to reach sustainability objectives, through balancing the social, economic and environmental outcomes of public procurement practices and decisions. In other words, they need to engage in "Sustainable procurement".

Whilst these issues have, to some extent, been addressed by private sector organizations with an interest in 'corporate social and environmental responsibility' as well as by some public-sector organizations, yet the knowledge and expertise within the wider national purchasing and supply communities remain relatively limited. Therefore, by incorporating sustainable procurement considerations, governments can raise the bar and act as a "role model" for the private sector to replicate.

This one-week workshop designed by the International Training Centre of the ILO (ITC-ILO) in collaboration with the United Nations Environment Programme (UNEP) aims to fill this

knowledge gap by presenting a comprehensive international comparative survey of sustainable procurement policies and best practices. It also explores the key concepts for sustainable procurement and explains how these can be applied in order to impart competence to the participants in using the potential of procurement for the achievement of sustainable development objectives.



### Objectives and contents

The objective of this workshop is to contribute to improved capacity in the conceptualisation and implementation of environmental and social considerations in procurement, in line with internationally-accepted principles and practices.

The following topics are addressed:

- Definition and key concepts for SP
- The potential of SP for promoting sustainable development and realizing its benefits
- International Regulatory Framework for SP, including:
  - International Environmental and Labour Conventions/Agreements
  - International Trade Agreements and Regional Economic Integration Schemes
- National frameworks for SP
- Products/services prioritization strategies at the organizational level
- The integration of sustainability considerations in the procurement cycle:
  - Procurement planning, requirement definitions, sourcing, standard bidding documents, evaluation and award and compliance monitoring
- Main barriers and opportunities for SP
- Action plans for the implementation of SP at organizational level
- The role of the civil society and the private sector



## Participants

This course targets participants who are directly involved in procurement management and oversight, as well as those involved at a more strategic/policy level within procurement organisations of international development institutions and national government entities.

Candidates are expected to be currently engaged in the procurement policy formulation and procurement management. Previous knowledge or work experience in procurement management in the public or private sector is an asset.

## Course language

The course is delivered in English and the participants should demonstrate adequate level of proficiency in the English language.



## Course methodology

The course is delivered by senior procurement specialists, labour-standards and environmental specialists and consultants from ITC-ILO, UNEP and other internationally-recognised institutions. The course is conducted using a highly-participative training delivery methodology through a combination of interactive presentations by subject-matter specialists followed by group discussions and exercises. Ample opportunity is provided to explore and discuss benefits and constraints related to the introduction of SP considerations in the entire procurement process. Case studies at national and international level will demonstrate examples of best practices in this field and provide a practical orientation for the participants as to the application of sustainable procurement principles.

Each participant is encouraged to bring along a copy of the procurement act/manual of its organisation/country for reference throughout the course.

## Cost of participation

The cost of participation in this one-week programme is € 2000\* payable in advance by the participant's sponsoring organisation. This covers:

- tuition fee, which includes the use of the Centre's training facilities and associated support services, books and training materials;
- participant fee, which covers:
  - accommodation and full-board at the Centre, plus a standard daily allowance of € 12\* to cover incidental expenses;
  - routine medical care and insurance.

Main travel between the participant's home country and Turin is not included.

Fellowships for training programmes conducted by ITC-ILO generally become available through development projects financed by International Financial Institutions or by United Nations' agencies, bilateral technical co-operation agencies, governments or private enterprises. Candidates are encouraged to contact these organisations and agencies in their countries to enquire about the availability of funds for fellowship training programmes.

## Registration

Nominations to attend this workshop are processed by writing directly to the Management of Development Programme

\* amount subject to annual changes.



Located in an attractive park on the banks of the River Po, the Centre's campus provides a congenial environment in which to live and study.

It comprises 21 pavilions with: fully equipped modern classrooms; conference halls and meeting rooms fitted out for multilingual simultaneous interpretation; a computer laboratory; a computerized documentation centre linked to various data banks.

The campus has 250 bed/study rooms all with private bathrooms, telephones and cable television. It also has:

- a reception office open 24 hours a day;

- a restaurant, a self-service and a cafeteria;
- catering for international dietary needs;
- a bank and travel agency;
- a small shop;
- a post office, international telephone exchange;
- fax and Internet connections;
- a recreation pavilion with reading rooms;
- television and video rooms;
- facilities for outdoor and indoor sports;
- round-the-clock medical service.

Social events are regularly organized on and off campus to allow participants from different cultural backgrounds to make the most of the stimulating international climate.

## For further information, please contact:

International Training Centre of the ILO  
Management of Development Programme  
Viale Maestri del Lavoro 10  
10127 Turin (Italy)

Phone: + 39 - 011 - 6936512

Fax: +39 - 011 - 6936351

E-mail: [proc-promo@itcilo.org](mailto:proc-promo@itcilo.org)

Ms. Resy Pecchioli of our Recruitment Office

Phone: + 39 - 011 - 6936629

Fax: +39 - 011 - 6936767 (direct fax)

E-mail: [R.Pecchioli@itcilo.org](mailto:R.Pecchioli@itcilo.org)

**International Training Centre of the International Labour Organisation**

**NOMINATION FORM**

ACTIVITY TITLE

CODE

DATE

How did you learn about this activity:

**1. Personal history**

 **Please write your name as it is indicated in the passport**

Family name:

First name:

Sex:

M

F

Date and place of birth:

Personal address  
(full postal address):

Phone n°:

Fax n°:

E-mail:

 Please indicate the city of the international airport you will depart from

 Please indicate if you need a Schengen visa

YES

NO

Nationality:

Passport n°:

Place and date of issue:

Expiry date:

Person to notify in case of emergency:

Phone n°:



## 2. Educational background

Give full details in chronological order. Give the exact name of the institution and title of degrees/certificates in the original language. Exclude primary/secondary school if you have a university degree or equivalent. Include courses and post-graduate studies in your professional or related field.

From/to month/year	Institution (name, place)	Certificates, degrees obtained	Main field(s) or subject(s) of study

## 3. Language knowledge

Please enter appropriate number from code below to indicate your level of knowledge in *English*.

### Code:

1. Limited conversation, reading, routine correspondence
2. Engage freely in discussions, read and write more difficult material
3. Speak, read and write (nearly) as in mother tongue

Speak	Read	Write

## 4. Present professional situation

Name of employer:

Address of employer:

Phone n°:

Fax n°:

E-mail:

Type of organization:

<input type="checkbox"/> Government	<input type="checkbox"/> Employers' Organization	<input type="checkbox"/> Workers' Organization	<input type="checkbox"/> Non-Governmental Organizations
<input type="checkbox"/> Private Enterprise	<input type="checkbox"/> UN Organization	<input type="checkbox"/> Others	

Are you actively involved in a workers' or employers' organization as part-time or full-time officer or delegate? Please indicate:

Workers'       Employers'

Your job title, personal responsibility and main components of present work:

Does your work require training of other people? If yes describe:

Your expectations from this workshop/course/seminar:

### 5. Past professional background

Full name and address of employer	Type of organization (e.g.: government, private or public sector, etc),	Years of service	Job title

Date:

Signature:

## Letter of Sponsorship

This is to nominate *(participant's name)* to attend the training course “**code and course title**” which will take place at the International Training Centre of the ILO in Turin (Italy) from **xxx** to **xxx**. The cost of participation amounts to € **xxx**. This figure does not include international travel costs to/from Turin.

Sincerely yours,

Sponsoring institution

**name**

**Street address**

**country**

**tel**

**fax**

**email**

(Date and signature of the responsible)