

TRAINING WORKSHOP ON SUSTAINABLE PUBLIC PROCUREMENT

DRAFT AGENDA

Petaling Jaya, Malaysia, 15-18 December 2009

Venue:

Hilton Hotel Petaling Jaya
No. 2, Jalan Barat, 46200 Petaling Jaya
Selangor Darul Ehsan, Malaysia
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Trainer:

Ms. Barbara MORTON, Sustainable Procurement Ltd

Facilitator:

Mr. Farid YAKER, Programme Officer, UNEP; Eveline Venanzoni, Swiss FOEN

Objectives:

- Provide training to a pool of experts that will be in charge of providing assistance to governments willing to develop and implement a sustainable public procurement policy;
- Raise the awareness of policy makers regarding the importance of a rapid move to sustainable public procurement; and
- Explore and discuss the modalities of implementation of sustainable public procurement in Asian countries

Day 1 – Tuesday 15 December 2009

First Session	
9:00 – 10:00	<p>1. Opening speeches</p> <ul style="list-style-type: none"> a. Welcome Address: Tan Sri Mustafa Mansur, President Green Purchasing Network (GPN), Malaysia b. Address: Mr. Hiromi Mori, Secretary General, International Green Purchasing Network (IGPN) c. Address: Eveline Venanzoni, Chair Swiss-led Marrakech Task Force on Sustainable Public procurement d. Address: Mr. Farid Yaker, Programme Officer, United Nations Environment Programme (UNEP) e. Keynote address: Hon. Dato’ Dr. Halim Bin Man, Secretary General, Ministry of Energy, Green Technology and Water
10h00 – 10h15	Coffee Break
10h15 – 12h30	<p>2. Introduction of the trainer, facilitator and workshop (Ms. Eveline Venanzoni and Mr. Farid Yaker)</p> <ul style="list-style-type: none"> a. Introduction of participants <p>3. Background of the Marrakech Process and presentation of UNEP’s capacity building project (Mr. Farid Yaker)</p> <ul style="list-style-type: none"> b. Marrakech process and Marrakech Task Forces c. UNEP’s Capacity building project <ul style="list-style-type: none"> • Purposes, objectives, pilot countries
12h30 – 14h00	Lunch
Second Session	
14h00 – 15h30	<p>4. Presentation of the approach of the MTF on SPP (Mrs. Barbara Morton)</p> <ul style="list-style-type: none"> a. SPP approach: <ul style="list-style-type: none"> • Principles • Legal Study • Market Analysis • National action plan

	<ul style="list-style-type: none"> • Training • Implementation <p>b. The role of the National Focal Points (NFP)</p>
15h30 – 15h45	Coffee Break
15h45 – 17h00	<p>5. Discussion on the Approach (Mr. Farid Yaker)</p> <p>6. Exercise on a product life cycle (Mrs. Barbara Morton)</p> <p>7. Discussion (Mr. Farid Yaker)</p>
17h00 - 18h00	<p>8. Presentation of national case studies</p> <p>a. Green Purchasing in Asia: (Augustine Koh)</p> <p>b. Japan Experiences in Public Procurement (Mr. Hiromi Mori)</p> <p>c. Korea Experiences in Public Procurement (Mr. Moon)</p> <p>d. Q&A</p>
20h00 – 22h00	<p>Dinner</p> <ul style="list-style-type: none"> • Host: GPNM/OTHERS • Venue: PJ Hilton

Day 2 – Wednesday 16 December 2009

Third Session	
9:00 – 10:30	<p>9. Initial review of the state of SPP (Status assessment)</p> <p>a. Description</p> <p>b. Relationship with the training and implementation process</p> <p>c. Discussion with the trainer.</p>
10h30 – 10h45	Coffee Break
10h30 – 12h30	<p>10. Introduction to the Prioritization methodology (Presented by Mrs. Barbara Morton)</p>
12h30 – 14h00	Lunch
Fourth Session	
14h00 – 15h30	<p>11. Prioritization exercise</p>
15h30 – 15h45	Coffee Break

15h45 – 17h00	<p><i>12. Discussion and review of results</i></p> <p><i>13. Actions arising from the prioritization methodology</i></p> <p><i>14. Implementation Plan for a SPP Policy and its relationship with the training</i></p>
17h00 - 18h00	<p><i>15. Presentation of national case studies</i></p> <ul style="list-style-type: none"> a. The case of Thailand b. The case of Singapore c. The case of India d. The case of Hong Kong e. The case of Philippines

Day 3 – Thursday 17 December 2009

<i>Fifth Session</i>	
9:00 – 10:30	<p><i>16. Sustainable Procurement and the stages of the procurement process including case studies</i></p> <ul style="list-style-type: none"> a. Identifying needs
10h30 – 10h45	Coffee Break
10h30 – 12h30	<ul style="list-style-type: none"> b. Technical Specifications
12h30 – 14h00	Lunch
<i>Sixth Session</i>	
14h00 – 15h30	<p><i>17. Exercises on the stages of the procurement process – need and specification (Mrs. Barbara Morton)</i></p> <p><i>18. Supplier selection</i></p>
15h30 – 15h45	Coffee Break
15h45 – 17h00	<i>19. Exercises on the stages of the procurement process – supplier selection</i>
17h00 - 18h00	<p><i>20. Presentation of national case studies</i></p> <ul style="list-style-type: none"> a. The case of Indonesia b. The case of Kuwait c. The case of Cambodia

20h00 – 22h00	<ul style="list-style-type: none"> d. The case of Laos e. The case of Vietnam f. The case of Malaysia <p>Dinner</p> <ul style="list-style-type: none"> • Host: UNEP • Place: Sri Melayu Restaurant, Jalan Conley
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Day 4 – Friday 18 December 2009

Seventh Session	
9:00 – 10:30	<p>21. Continuing with the stages of the procurement process</p> <ul style="list-style-type: none"> a. Evaluation of offers and adjudications
10h30 – 10h45	Coffee Break
10h30 – 12h30	<ul style="list-style-type: none"> b. Contract Management <p>22. Exercise on the stages of the procurement process – contract management</p>
12h30 – 15h00	Lunch
Eighth Session	
15h00 – 16h30	<p>23. Participation of stakeholders in the procurement process</p> <p>24. Discussion of stakeholder participation</p>
16h30 – 16h45	Coffee Break
16h45 – 18h00	<p>25. Implementation in Asian countries (Mr. Farid Yaker)</p> <ul style="list-style-type: none"> a. Role of the MTF and UNEP b. Role of IGPN c. Tools and support for implementation d. Questions and answers e. Next steps <p>26. Course assessment</p>
18h00 - 18h30	27. Closing ceremony
18h30 – 19h00	28. Discussion be held between IGPN and UNEP
20h00 – 22h00	Dinner Hosted by GPNM for all speakers and facilitators

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