SPPt process plans 2016

# Description of the paper

This paper outlines plans in detail for Sustainable procurement Prioritisation tool workshops in 2016, for the five procurement categories identified for in-depth assessment: labs, estates, ICT, food and travel.

# Research and planning

* Introduction to process paper to be prepared, including brief details on how procurement works, duty on us to integrate SRS, and what we are already doing regarding SRS integration
* Briefings prepared for the 5 categories: initial overview of category and the SRS risks/opportunities, details of what we are already doing to integrate SRS in procurement in this area
* Input SRS strategy and policy areas into tool in advance of meetings
* Scope invitees for workshops and prepare open invitation for academics

# Scoring meeting

* SRS and Procurement, and other key stakeholders for some categories (e.g. Accommodation Services for food) meet to score risks and opportunities using SPPt spreadsheet – initial assessment
* Briefings for each category are updated based on discussion from this meeting
* Decide which commodity areas/product groups to consult on at workshops

# Workshop

* Procurement present brief overview of how procurement works, legal obligations, the SPPt process, and what we are already doing to integrate SRS in this category (using info prepared for briefing as outlined above)
* SRS/Proc present key findings from the scoring meeting (this is also shared in advance via briefing paper for category)
* Lifecycle assessment (LCA) diagrams are distributed to small groups on large sheets of paper – participants to discuss and fill in risks/opportunities for commodities focused on (this could be world café style or static, depending on numbers attending)
* Participants given coloured dots to stick on LCA: red to be stuck on important risks/opportunities, green to be stuck on risks/opportunities where they think we are doing enough already, yellow to be stuck on risks/opportunities where they think we are not doing enough.
* Yellow post it notes distributed – participants to write suggestions on what more we should do
* *Also need to capture where we need more research*
* Feedback in plenary – key points
* Wrap up – let them know we will share a more detailed briefing including outputs later

# Compiling, sharing and implementing results

* Procurement to amend scoring in tool as needed – in consultation with SRS
* Procurement to draw out summary of prioritisation decisions made and guidance that will be followed in this category – to include in briefing sheet (including graphs from SPPt tool)
* SRS to update briefing sheets, including areas that need more research

# How does academic research feature in the process?

***Draft briefing Briefing updated Final briefing***

Further research needs identified

Research projects including dissertations

Researcher and practitioner knowledge

Input into tenders/ contracts& supplier engagement

Scoring meeting

Scores verification meeting

Stakeholder workshop – testing assumptions and further input