

Sustainable Procurement Training

2023/24



GREENVILLE
ACADEMY



The National
PROCUREMENT
Awards 2023

WINNER

Excellence in
Education & Training

About Greenville Academy

We offer a range of specialist training courses and support to procurement professionals to enable them meet rapidly developing professional demands such as:

- compliance
- value for money
- climate change
- social responsibility
- innovation
- supply chain vulnerabilities
- project delivery risks

We design our courses to be delivered on an open basis and also work with organisations to design in-house bespoke programmes. Delivery can be online, blended or onsite.



Our Greenville Academy Team are both consultants and trainers who work at the cutting edge of public procurement on a daily basis across a diverse range of sectors and projects and fully appreciate the ever evolving legal, regulatory and best practice requirements within the public sector and their organisational structures. We pride ourselves on being able to bring up to the minute industry insights and solutions from our consultancy practice to our training in real time.

We are available to assist organisations create professional learning and development plans for procurement professionals and multi-disciplinary teams.

Sustainable Procurement Courses & Workshops

Courses

- Life-cycle Costing and Carbon Accounting in Procurement
- Green Public Procurement Selection and Award Criteria
- The Social Side of Sustainable Procurement
- Sustainable and Circular Procurement: Putting it into practice
- Sustainable Procurement of Professional Services
- Implementing Sustainable Procurement

Workshops

- Building Sustainability into Works Procurement
- Tackling Challenges in Sustainable Procurement
- Developing a Sustainable Procurement Strategy

Accredited Education and Training Course

- Accredited programmes delivered in partnership with the Institute of Public Administration - Certificate in Public Procurement (Level 6)

Keep up to date



To receive regular details of new courses and dates sign up on our homepage Greenville.ie

Our Trainers



Jeanne Copeland, CEO, is a procurement champion passionate about professionalising public procurement in Ireland. She specialises in best practice implementation, having developed and delivered material on the complete range of programmes, with particular focus on sustainable procurement strategies, complex issues and the successful implementation of compliant procedures, processes and procurements fully aligned to national and EU requirements while promoting best practice.



Abby Semple LL.B., Ph.D. is an international expert on the environmental and social impact of public procurement contracts. Abby has managed complex and strategic tenders on behalf of many public sector clients in Ireland, the UK and continental Europe for over 15 years. She has developed policy and guidance at the EU level, and is author of one of the first books on the 2014 EU Procurement Directives A Practical Guide to Public Procurement (Oxford University Press). Abby develops and delivers Green and Sustainable Procurement Training at all levels across multiple sectors.



Michael Swan has significant experience as a practitioner, lecturer and trainer in the procurement field. He applies his extensive consultancy experience with a practical student focused approach to training courses. He has the capacity to simplify the complexities of public procurement in a highly engaging and inclusive manner.



Maureen Siney has significant experience in procurement across several sectors, including delivering procurement training. She is an accomplished strategic thinker, and has held positions such as Procurement Manager and Worldwide Programme Manager for Supply Chain Transformation in the global technology sector. Maureen's approach to advisory and training services is to simplify complex issues into clear, actionable tasks and plans to empower clients and drive quality.



Liz McCarthy is highly experienced in the award and management of complex infrastructure projects. As a leading expert in the day-to-day use of the CWMF (Capital Works Management Framework) suite of documentation employed for the award of consultancy and construction projects, her in-depth operational knowledge and personal style allow her to offer insightful and instructive training in this complex area.



Francesca Novello is a Procurement Consultant having previously worked on sustainable public procurement policy with an international organisation based in Germany. She holds a master's degree in International, European and Comparative Law, from the University of Trento. In Italy she also completed her legal traineeship, specialising in Administrative Law and Public Procurement. Following on from that, she conducted a traineeship on procurement at the European Investment Bank within the Energy Department of the Projects Directorate. Since September 2021 she is an LLM candidate in Public Procurement Law and Policy at the University of Nottingham (UK).



Dave Whelan has strong technical understanding and robust business acumen from Engineering background, coupled with industry knowledge and best practice Circular Economy, Project Management and Systems Thinking. Dave's work with Greenville focuses on the circular economy and how it interacts with procurements, and the development of case studies, and articles offering industry insights to progress these areas.



Intermediate/Specialist Course

Life-cycle Costing and Carbon Accounting in Procurement

Participants in this course will gain familiarity with key approaches and tools to enable life-cycle costing and carbon accounting in procurement. More organisations in Ireland are starting to account for emissions as part of procurement, and this trend is set to accelerate. There is a need to ensure robust methods, transparency and equal treatment as part of these processes. On completion of the course, participants will be able to:

Learning Outcomes

- Understand the difference between Life-cycle Costing and Life-cycle Assessment, and how both can be used in procurement
- The EU and Irish legal framework for LCC and LCA, including under the Capital Works Management Framework
- Methods and tools for LCC and LCA
- Worked through examples to assist with application

Target Audience

Procurement and/or sustainability professionals and staff with responsibility for procurement as part of their role.

Participants will receive a copy of course materials including slides, templates and links to further resources.

Duration Half-day course

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Intermediate/Specialist Course

Green Public Procurement Selection and Award Criteria

This course provides an in-depth look at how selection and award criteria are used to implement GPP. It will present practical examples and suggestions for how criteria can be worded and evaluated. Participants will gain insight into the most relevant types of criteria to apply for different contracts, and gain confidence around the evaluation of these criteria.

Learning Outcomes

On completion of the course, participants will be able to:

- Understand the role of selection and award criteria in implementing GPP effectively;
- Identify suitable GPP criteria for different types of contract and framework;
- Evaluate and verify bidder's claims in relation to GPP criteria, including through use of ecolabels, environmental management systems and standards;
- Access useful online tools and resources for GPP of supplies and services.

Target Audience

Procurement and/or sustainability professionals and staff with responsibility for procurement as part of their role.

Duration One day course which can be delivered in two half-day sessions

Categories covered: Participants can choose up to three focus categories from the following:

- Building and civil engineering
- Professional services
- ICT products and services
- Cleaning and catering services
- Transport

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Intermediate/Specialist Course

The Social Side of Sustainable Procurement

The power of public contracts to achieve better social outcomes has been recognised for a long time – however this approach is still underused in Ireland. This course looks at how procurement can be used to tackle everything from low wages and skills shortages through to human rights issues, equality and diversity. Examples from a wide range of product and service sectors will be presented, with participants encouraged to identify the most relevant approaches for their own organisation.

Learning Outcomes

On completion of the course, participants will be able to:

- Understand the legal framework for including social considerations in EU level and national tenders;
- Identify techniques to address low wages; precarious employment; training and skills development; accessibility; health, safety and

wellbeing of staff; human rights along supply chains; and equality and diversity in public contracts;

- Develop strategies for implementation of socially responsible procurement in their organisations;
- Access useful online tools and resources for socially responsible procurement.

Target Audience

Procurement practitioners, managers and sustainability professionals working in or with the public sector. This course is aimed at those with some knowledge/experience of public procurement. Prior experience with socially responsible public procurement is not required.

Duration Half-day course

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Intermediate/Specialist Course

Sustainable and Circular Procurement: Putting it into practice

This course takes you beyond the theory of green procurement and focuses on how to implement it. Participants will be taken through the following steps for two specific categories (choice of facilities management, ICT, furniture, transport, cleaning and catering):

- Identifying the key environmental impacts
- Market analysis and engagement
- Drafting specifications
- Selection and award criteria
- Evaluation and verification
- Life-cycle costing
- Contract management

Each topic is illustrated with examples and case studies from Ireland and abroad. Tools, notes and resources to help with implementation will be provided. Participants will gain confidence in setting and evaluating a range of sustainability criteria in tenders.

Learning Outcomes

On completion of the course, participants will be able to:

- i) Understand the implications of the circular economy for public procurement, including key sectors such as the built environment, facilities and waste management, textiles and ICT);
- ii) Identify specific techniques and procedures to

implement circular procurement, including service level agreements, take-back schemes, design for repair/disassembly, innovation partnerships and pre-commercial procurement);

iii) Develop strategies for implementation of circular procurement in their organisations;

iv) Access useful online tools and resources for circular procurement.

Target Audience

Procurement practitioners, managers and sustainability professionals working in or with the public sector. This course is aimed at those with some knowledge/experience of public procurement. Prior experience with GPP or circular procurement is not required.

Duration One day course which can be delivered in two half-day sessions



Intermediate/Specialist Course

Sustainable Procurement of Professional Services

This course provides an in-depth look at sustainable procurement in the area of professional services which is a high demand area for the Irish public sector. The course also includes the social side, e.g. supply chain human rights/due diligence as required under the Corporate Sustainability Reporting Directive.

Learning Outcomes

On completion of the course, participants will be able to:

- Identify the direct and indirect environmental impacts of office-based professional services;
- Understand which impacts can be meaningfully addressed in public procurement procedures;
- Understand social risks attached to professional services, and the requirements under the Corporate Sustainability Reporting Directive
- Develop and apply selection and award criteria, specifications and contract management clauses which are legal, proportionate and

effective in addressing the environmental impact of professional services;

- Access useful online tools and resources for GPP of professional services.

Target Audience

Category managers and procurement officers responsible for professional services contracts and frameworks (e.g. consultancy, legal, accountancy, architectural, advertising, IT services). Participants should have a good level of existing procurement knowledge but do not need to have prior experience with GPP.

Duration Half-day course

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Intermediate/Specialist Course

Implementing Sustainable Procurement

Sustainable Public Procurement has a key role to play in delivering on ambitious climate goals and national targets and there is an obligation on every public body to play its part. Under the Climate Action Plan, all procurement using public funds will have to include green criteria by 2023.

New legislation now applies to the procurement of many goods and services, including vehicles; building works; and energy-using products.

Learning Outcomes

Participants will attain at least an intermediate level of competency in the environmental aspects of sustainable procurement, as defined by the ProcurComp EU Framework. This means upon completion participants will be able to:

- Implement sustainable procurement aspects in technical specifications, selection and award criteria, contract clauses and key performance indicators;
- Use sustainable procurement tools and methods, such as standards, life-cycle costing and labels;
- Carry out research, analysis and networking activities that support sustainable procurement decisions;
- Monitor the sustainability impact and performance of the project, including commitments made by contractors and subcontractors.

In addition, participants will attain knowledge and competency in the application of SPP criteria in one or more of the following specific categories which they are responsible for procuring:

- Professional services
- Buildings and engineering
- Facilities management, heating and lighting
- ICT and office supplies
- Cleaning and catering
- Vehicles and transport services
- Facilities Management, Heating and Lighting

Target Audience

Procurement practitioners, managers and sustainability professionals working in or with the public sector. This course is aimed at those with some knowledge/experience of public procurement. Prior experience with GPP or circular procurement is not required.

Duration 3 days

Combination of live virtual sessions led by trainers and self-managed online learning modules.

Live sessions; 1.5 days delivered in three half-day sessions

Self-directed sessions; 4 × 1 hour online modules



Intermediate/Specialist Workshop

Building Sustainability into Works Procurement

Greenville are currently designing a workshop which will bring experts in the areas of sustainable procurement, works and practitioners together for a half day event in early 2024. We welcome questions / requests for specific topic areas. Contact training@greenville.ie

Signup to our email newsletter to get full details when the event is launched.

Duration

Half-day workshop

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Intermediate/Specialist Workshop

Tackling Challenges in Sustainable Procurement

This half-day workshop is dedicated to resolving common issues which arise in sustainable procurement, including:

- Assessing and developing supplier capacity to respond to sustainability criteria
- Understanding the key environmental impacts of different categories
- Choosing between mandatory requirements and award criteria
- Identifying or developing appropriate sustainability criteria – including for specialist categories
- Monitoring implementation during contract performance

Participants are encouraged to identify specific challenges or areas they would like to discuss. The course facilitator has over 15 years of experience with implementing sustainable procurement across a wide range of public and semi-state bodies in Ireland and Europe.

This course can be tailored to the needs of your organisation, or delivered to several organisations facing similar sustainable procurement challenges. The workshop could also be two mornings depending on the number of issues to be covered – participants will be asked to outline these in advance.

Duration Half-day workshop



Advanced Workshop

Developing a Sustainable Procurement Strategy

This course is aimed at organisations wishing to develop and implement a strategy for sustainable procurement. Drawing on best practice within Ireland and abroad, it covers the following key steps:

- Defining vision, scope and priorities
- Stakeholder consultation
- Setting targets and timelines
- Mandatory and additional actions
- Resources and reporting
- Ownership and communication

Examples and a template for development of a strategy are provided, along with targeted advice on overcoming sticking points. Participants will gain familiarity with the essential tools and approaches for successful SPP strategy development.

Target Audience

Senior procurement, sustainability and policy officers

Duration

This is a half-day workshop.

Self-directed sessions; 1-2 hours in advance for those who have not completed a previous GPP course



Accredited Education and Training Course

Certificate in Public Procurement (Institute of Public Administration - IPA)

The Programme

The Certificate in Public Procurement is delivered in partnership with the IPA. It provides a comprehensive introduction to public procurement and focuses on best practice procurement in the public sector including in terms of sustainable procurement and the achievement of value for money within the context of Irish and European Union legislation.

The course provides comprehensive detail on all aspects of the procurement process to professionals seeking to enhance their skill base in this important field. It seeks to provide participants with the basic knowledge, skills and tools necessary to ensure an effective and efficient procurement service, which will deliver value for money, manage procurement risks and ensure compliance with all national and EU procurement regulations.

Subjects

- Introduction: Foundations, Rules and Concepts
- Procurement Planning, Risk and Procedures
- Selection and Award Criteria and Tender Documentation
- Sustainable Procurement
- Tender Evaluation
- Contract Management

Delivery Method

This part-time programme is delivered through a blended learning model. Students attend classroom-based seminars and online webinars. They are supported in their studies by various online resources and bespoke course material.

Duration 11 x one day sessions over 6 months

Place on NFQ Level 6

Assessment

Two assignments, a work-based project and a final examination.

Accreditation

National University of Ireland

Students will also receive a Greenville Certificate of Completion in Sustainable Procurement

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