

# 2017-2018 PROGRAMMING

**Increase the value of your processes and supply chains by implementing the best practices in sustainable development**

We are proud to share with you our proposal for the 2017-2018 programming. This offer focuses particularly on the positive results of the collaborative work carried out as part of the 2015-2020 strategic plan.

## TOOLS AND INITIATIVES DEVELOPED IN THE 2015-2020 ECPAR STRATEGIC PLAN

1. The 2016 Responsible Purchasing Barometer, which shows organizations their level of Responsible Purchasing maturity on a scale of 1 to 5.
2. The checklist for total cost of ownership and case studies that illustrate its usefulness.
3. The greenhouse gas (GHG) emission reduction guide related to rolling stock purchases, which includes a checklist for managers and experts, and also a sheet of responsible procurement for corporate vehicles.
4. The list of responsible procurement indicators based on ISO 20 400, ISO 14000: 2015, GRI-G4, LEED V4.
5. Direct access to the best Canadian practices, and a repertoire of actions and policies which increase the share of purchases for the social economy sector.
6. A condensed approach to strengthen mineral liability on supply chains.
7. A guide intended for contractors and entrepreneurs to help reduce construction and renovation waste (to be completed in 2018)

**Other ECPAR tools accessible via the section on the website reserved to members**

**The expertise of ECPAR members** will be at the heart of the 2017-2018 program, particularly in the context of **Lunch-conferences** specifically intended for managers of organizations (also accessible via web-conference).

In addition, a **specific offer for entrepreneurs** related to supplies is part of this program, in order to inform them of the requirements expected by contractors in terms of environmental, social et economic performance of products and services, and to encourage them to put in place responsible procurement practices.

## Brief overview of the 2017-2018 offer

### The approach

1. To locate
2. To equip
3. To implement
4. To network, learn and share

### Activities

- Diagnostic
- Collaborative work sites
- Training, coaching, webinars
- Events

### Target audiences

- Professionals, administrative assistants, buyers taking part in tenders or called to choose, order or buy goods and services
- Managers whose teams are engaged in these processes or who are responsible for responsible purchasing
- Suppliers and subcontractors

## Better locate oneself to improve

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- **Responsible purchasing diagnosis:** continually improve your practices by checking your performance level every two years on the basis of the 20 indicators and the 5 levels of performance of the Responsible Purchasing Barometer. The tools to use and the key actions to achieve a higher level will be proposed thereafter.
- The ECPAR Barometer will be continually upgraded to reflect changing practices.

The diagnosis is achieved in three steps:

1. Online response to Barometer (if not already done).
2. Analysis of the replies and request for additional information.
3. Presentation of findings and recommendations to acquisition and sustainable development managers.

# Equip, implement, network

## Events and trainings

### Social economy circuit

**March 14, 2018, from 8:30 am to 4 pm**

Location: Montreal region. *To be confirmed for the regions of Longueuil and the National Capital.*

Discover, along with buyers, administrative assistants, division managers and other colleagues, who make purchases in your organization, the supply of goods and services and the contribution for the public good of **three companies in the social economy sector**.

Choice by the participants of a "social economy circuit" according to the industrial sectors of interest.

#### Procedure:

- First meeting point in a social economy enterprise and reception at 8:30 am.
- Presentation of the offer, the mission and the customers, and visit of the company.
- Departure to a 2nd social economy enterprise. Lunch and networking
- Presentation of the offer, the mission and the customers, and visit of the company.
- Departure to a 3rd social economy enterprise.
- Presentation of the offer, the mission and the customers, and visit of the company.
- Participants' testimonials
- Final word

### Expertise in responsible purchasing

**June 19, 2018, from 8:30 am to 4 pm**

Location: Montreal (with video conference)

*This event will most likely be organized in parallel with the [ICLEI 2018 Congress](#) (Local Governments for Sustainability), co-organized by the City of Montreal*

A day devoted to the development of responsible purchasing skills / sustainable development on supply chains.

#### Target audiences

- Procurement teams and internal experts who define the specifications and expected performance for goods and services
- Managers who are responsible for implementing responsible purchasing
- Suppliers: social economy; green technologies, transportation equipment and services, members of industrial clusters that offer sustainable products and services
- Elected and municipal governments - to be confirmed

#### Themes

- **Multiparty for Sustainable Procurement and High Socio-Economic Value:** The ECPAR Experience
- **Know and use responsible purchasing tools:** AGECO Group experts demonstrate the usefulness of the unique tool for calculating total costs of ownership developed by ECPAR; the *Chantier de l'économie sociale* presents the online shopping platform for the social economy sector
- **Social certification in Canada?** Buying Social NGO in Vancouver presents its "Social Purchasing" Certification
- **Responsible Purchasing:** Canadian organizations showcase their approaches to reducing the environmental impact and increasing the socio-economic value of contracts awarded. If organized in parallel with the ICLEI Congress, 4 ECPAR members will also be invited to make a presentation as part of a panel. Proposed Speakers, to be confirmed: City of Vancouver, Government of Manitoba, Royal Bank of Canada, Toronto Dominion Bank, Telus, Bell.
- **The responsible offer of Quebec entrepreneurs:** Kiosks - social economy enterprise, clean technologies, and other suppliers who have an offer of "sustainable" goods and services.

<p style="text-align: center;"><b>Lunch-conferences Managers</b></p> <p>Location to be confirmed</p> <p>Accessible by web conference</p>	<ul style="list-style-type: none"> <li>• <b>February 7, 2017:</b> Positioning your responsible purchasing performance in 45 minutes thanks to the Responsible Purchasing Barometer, By Anne-Marie Saulnier, ECPAR</li> <li>• <b>February 14, 2018:</b> Attracting acquisition teams to sustainable development issues by Daniel Lussier, Société de transport de Montréal (STM)</li> <li>• <b>April 19, 2018:</b> Steps towards a responsible purchasing governance structure by Cédéanne Simard, Société des alcools du Québec (SAQ)</li> <li>• <b>May 22, 2018:</b> Internal steps required to commit to responsible sourcing, Speaker to be confirmed</li> <li>• <b>Date to be confirmed:</b> Evaluating Supplier Performance - Experiences and Lessons Learned from ECOVADIS and one of its Canadian clients</li> </ul>	
<p style="text-align: center;"><b>Lunch-conferences Suppliers</b></p> <p>Location: ECPAR offices</p>	<ul style="list-style-type: none"> <li>• <b>February 28, 2018:</b> Do business with the Government of Canada. By the Office of Small and Medium Enterprises of Public Services and Procurement Canada.</li> <li>• <b>April 12, 2018:</b> Highlight its offer to buyers of goods and services. By the Société des alcools du Québec (SAQ)</li> <li>• <b>May 16, 2018:</b> Evaluate if your company is involved in responsible purchasing. By ECPAR.</li> </ul>	
<p style="text-align: center;"><b>5 à 7</b></p> <p>Location: ECPAR offices</p>	<ul style="list-style-type: none"> <li>• <b>January 17, 2018:</b> Responsible purchase of products aimed by the Regulation of the responsibility of producers - Validation of a new responsible purchasing file proposed by RECYC-QUÉBEC</li> <li>• <b>March 15, 2018:</b> Integrate recyclability of materials into responsible purchasing practices. How? What materials? By the SAQ and RECYC-QUÉBEC</li> <li>• <b>May 24, 2018:</b> The social responsibility of major service providers such as financial institutions - Desjardins' vision</li> </ul>	
<p style="text-align: center;"><b>Trainings</b></p> <p>Location: ECPAR offices</p> <p>To be confirmed according to the number of registrations</p>	<p><b>Buying from social economy enterprises, a solution that pays</b> Trainer: Anne-Marie Saulnier</p>	<p><b>December 13, 2017, 1pm to 4pm</b></p>
	<p><b>Demystifying responsible procurement</b> Trainer: Anne-Marie Saulnier</p>	<p><b>January 18, 2018, 1pm to 4pm</b></p>
	<p><b>Integrate sustainable development criteria into the purchase of professional services</b> Trainer: Édouard Clément</p>	<p><b>February 13, 2017, 1pm to 4pm</b></p>
	<p><b>Develop a responsible purchase quote for:</b></p> <ul style="list-style-type: none"> <li>• Rolling stock</li> <li>• Cleaning products</li> <li>• Work clothes</li> </ul> <p>Trainer: Édouard Clément</p>	<p><b>January 16, 2018, 1pm to 4pm</b></p>

Construction sites	Proposed objectives for 2017-2018	
<p><b>1. Reduction of GHG emissions</b></p>	<ul style="list-style-type: none"> <li>• Supervise (training / coaching) the implementation of the GHG emission reduction guide related to the purchase of rolling stock.</li> <li>• Develop the business case for the reduction of GHG emissions related to contracts associated with the use of rolling stock.</li> </ul>	
<p><b>2. Total cost of ownership (CTP)</b></p>	<ul style="list-style-type: none"> <li>• Supervise the use of the checklist for calculating Total Cost of Ownership (TCO) and cost calculators.</li> </ul>	
<p><b>3. Monitoring and impact indicators</b></p>	<ul style="list-style-type: none"> <li>• Propose indicators and a data management system to track and report on responsible purchasing performance.</li> <li>• Define impact indicators - renovation / construction sector.</li> </ul>	
<p><b>4. Social Economy (ES)</b></p>	<ul style="list-style-type: none"> <li>• Define a strategy to increase the purchases share in the social economy sector.</li> </ul>	
<p><b>5. Liability minerals</b></p>	<ul style="list-style-type: none"> <li>• Propose a common approach to monitoring mineral liability based on the OECD guide.</li> </ul>	

## Rates grid 2017-2018

Member advantages	Description	Member rates (taxes not included)	Non-member rates (taxes not included)	Membership ECPAR 2017- 2018
<b>Diagnostic Responsible procurement</b>	Sheet presenting the level of maturity, findings and recommendations	Included with membership	\$2 500	<b>\$750 to \$7500 according to the number of employees</b>
<b>Standard trainings (3 hours)</b> (see <a href="#">details</a> on the website)	Trainings	\$695	\$995	
	– In a company (10 to 20 people) – At ECPAR offices	\$225/person	\$325/person	
<b>Conferences</b> on standard training topics (1.5 hours) (see <a href="#">details</a> on the website)	Conferences in companies or bundle of public events	\$495 and more (Confirmed rate on request)		
<b>Customized training</b>	According to needs	\$150/hour + preparation	\$200/hour + preparation	
<b>Coaching</b> ECPAR or expert consultant	Specialized accompaniment in responsible purchasing	\$150 à \$200/ hour	\$200 à \$250/ hour	
<b>Lunch-conferences</b>	Sharing expertise in management	Included with membership	\$95/person	
	Sustainable development information shared by contractors with entrepreneurs	<b>N.B</b> 20 registrations are required, for which at least 50% are external in order to confirm one of these events		
<b>Webinars</b>	Use of responsible purchasing cards (products or services)		\$55/person	
<b>5 à 7</b>	Consultations / exchanges proposed by members	Included with membership	\$35/person	
<b>Collaborative sites</b>	Participation to the site(s) and access to the annual achievements	Included with membership	S.O.	
<b>« Members » section of the website</b>	Access to tools, templates, directories, contents of ECPAR workshops since 2008	Included with membership	\$5 000	
<b>Annual General assembly (AGA)</b>	Launching of the 17-18 programming	Included with membership	S.O.	
<b>Social economy Circuit</b>	Visits to a social economy enterprise	<ul style="list-style-type: none"> <li>• Included with membership for site members and one additional delegate</li> <li>• Other inscriptions before the 30/01/18: \$295/person</li> <li>• \$395 afterwards</li> </ul>	<ul style="list-style-type: none"> <li>• Inscriptions before the 30/01/18: \$495/person</li> <li>• \$595 afterwards</li> </ul>	
<b>Expertise in responsible purchasing</b>	One-day event showcasing the Canadian know-how			

**Confirm your participation in the 2017-2018 ECPAR annual program by completing the [registration form](#).**