# Sustainable Procurement Plan – Guidance & Template

This document is part of the Special Olympics Europe Eurasia Sport Environmental Sustainability Framework guidance to support event organizers to:

* Prioritize local and sustainable procurement, where possible
* Engage with suppliers to co-create initiatives to address sustainability challenges
* Reduce the impacts associated with the transportation of goods

This sustainable procurement plan covers the approach to sustainable sourcing throughout the buying process, including:

* Request for quotes
* Evaluation and selection of suppliers (including the product or service)
* Provision of the product or service (including transportation)
* Payment on delivery of contracted product or service
* Final appraisal

## Key Guidance

When creating your Request for Information / tender documents, consider asking the following questions:

* Do you have a sustainability or environmental policy?
* Do you have any sustainability certifications? E.g. ISO 14001, ISO 2012, B Corp
* Do you quantify the carbon allocation of the goods or services you provide?
* Do you promote principles of resource efficiency (using recycled, renewable, and recyclable materials) and avoiding the use of unnecessary packaging? Do you have a takeback scheme for waste?
* If the supplier is providing products:
  + Do you have any sustainable product certifications? E.g. Cradle-To-Cradle, FSC, Carbon Neutral, PECC
  + Is there an option to rent the products?
  + What method of transportation do you plan to use to deliver your products?

When evaluating products, you should be asking these five key questions:

* Where does the product come from and who made it? In what conditions was the product made?
* What is the product made of?
* What is the product wrapped in?
* What impact does the product have when in use (e.g. generators)?
* What will happen to the product after the event?

If you have discussed with suppliers the provision of data to help calculate your event footprint, ensure that this is captured in the contract.

You should also, as much as possible, choose local suppliers and / or suppliers run by underrepresented groups relevant to the community e.g. minority and women-owned businesses. When evaluating suppliers against a checklist include their locality as a key component of your selection criteria, as well as their own supply chain.

**Useful sources of information relating to sustainable procurement**:

* [Sustainability.sport](https://sustainability.sport/)
* [Sustainable procurement for sports events: Lessons from London 2012](https://sustainabilityreport.com/2018/08/22/sustainable-procurement-for-sports-events-lessons-from-london-2012/)
* [Swiss Olympic Committee Sustainable Procurement Strategy](https://stillmed.olympic.org/media/Document%20Library/OlympicOrg/IOC/What-We-Do/celebrate-olympic-games/Sustainability/Case-Studies/2018/SWISS-OLYMPIC-SUSTAINABLE-PROCUREMENT-STRATEGY.pdf#_ga=2.19903743.635274764.1586962102-942324866.1568979541)
* [International Olympic Committee’s (IOC) Sustainable Sourcing in Sport – Sustainability essentials guide](https://stillmed.olympic.org/media/Document%20Library/OlympicOrg/IOC/What-We-Do/celebrate-olympic-games/Sustainability/sustainability-essentials/SUSTAINABILITY-ESSENTIALS-ISSUE-3-final.pdf)
* [International Olympic Committee Supplier Code](https://olympics.com/ioc/sustainability/ioc-supplier-code)
* [Birmingham 2022 Commonwealth Games Sustainable Sourcing Code](https://resources.cwg-qbr.pulselive.com/qbr-commonwealth-games/document/2022/02/22/c2c2ae05-de13-4ed0-87d9-1ab4139f0e2d/Sustainable-Sourcing-Code.pdf)
* [Ellen MacArthur Foundation – Circular Economy Principles](https://www.ellenmacarthurfoundation.org/topics/circular-economy-introduction/overview)

Further information can be found by contacting Colin Kenny, Senior Manager of Projects and Grants at SOEEF, [ckenny@specialolympics.org](mailto:ckenny@specialolympics.org).

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**Sustainable Procurement Plan – Template**

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**Key Contacts**

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| **Name** | **Role** | **E-mail Address** |
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# Introduction

[Provide overview of the event].

Delivering a reliable and efficient event requires a good quality supply chain, not only from an operational perspective, but also a sustainability perspective too. A significant portion of an event’s environmental impact derives from supply chain operations.

This sustainable procurement plan outlines how the event will implement sustainability principles, and engage the supply chain on these issues from the start. The plan considers how the event will deliver minimize negative environmental impact through better selection and improved use of the products and services it procures.

An effective sustainable procurement plan sets the tone for ensuring sustainability throughout the rest of event planning and delivery. This plan will work in tandem with the waste management plan.

# The event’s approach to procurement

**Context of procurement for this event:**

We will take [insert number] primary routes to procurement:

[Insert description of routes to procurement being taken]

*[For example;*

* *Direct procurement:*
  + *Initiated, managed and carried out directly by the LOC*
* *Procurement via partners:*
  + *Initiated, managed and carried out directly by partners including:*
    - *[insert partners]*
* *Commercial/event partnerships:* 
  + *Ensuring event partners (some of which will also be suppliers) are aligned with the event’s social impact and sustainability ambitions]*

**Procurement challenges:**

While we will strive to embed our sustainable procurement plan as effectively as possible, there will be a number of challenges and in some case limitations, which we are expecting. By identifying them here, we aim to foresee and mitigate these, however we also expect there may be some aspects outside of our control which may adversely impact our ability to embed sustainability within procurement for this event:

[Insert description of any procurement challenges you are expecting to face which impact your ability to optimally embed your sustainable procurement plan]

Examples may include:

* Existing long-term contract
* Cost / financial implications
* Constraint on resources (geographical / supply chain disruptions)

# Embedding sustainability into the event’s procurement approach

There were a number of actions set at the beginning of the procurement process, to help guide those responsible for procurement. These are:

[Insert description of guiding principles for your procurement process]

Examples:

* The importance of environmental sustainability was set out clearly by the Event Director to the event organizing team, and other relevant stakeholders
* A number of sustainability considerations, including data considerations, were shared with the event operations team, across key operational areas (see appendix)
* Upskilling the procurement team on circular economy principles
* The partnership and commercial leads for the event were made aware of the importance of sustainability for the event, so that they could support in partnership conversations and ensure potential event partners were also aligned with sustainability ambitions.

# Data Collection and Post-event Reporting

Data relating to the procurement and supply chain of the event will be reported by [insert who is responsible for reporting this data]

The below types of data will be collected:

* % of products/services procured within 100 km (local suppliers)
* % of suppliers that are net zero compliant and/or have evidence of environmental sustainability certifications and labels
* The number, duration, and type of sustainability partnerships to prolong and extend the life of equipment and goods. Provide information on successes and lessons learned.
* Environmental performance of merchandise and uniform
* % of supplier contracts with sustainability considerations
* % of environmentally-friendly cleaning products used during the event
* [Insert data for any other relevant initiatives, .e.g Circulation of sustainability supplier questionnaire]

[Insert reference to any documentation you may have, or plan to have, to support this data collection and reporting process].

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