Date: Tuesday 5th May 2020
Time: 10:30–12:30
Resources: Available here

MINUTES: Sustainable Procurement Topic Support Network Meeting

Attendees:

Adam	Kesby	Sustrans
Alex	Severn	New Collage Lanarkshire
Alexis	Heeren	The University of Edinburgh
Angus	Murchie	Cranfield University
Antonia	Lindsay	University College of Estate Management
Christopher	Clay	Scottish Association for Marine Science UHI
Daniel	Golds	University of Lincoln
David	Stutchfield	University of St Andrews
Deborah	Fagan	City of Glasgow College
Elena	Rivilla-Lutterkort	London School of Economics and Political Science (LSE)
Emiel	Ascione	Kamp C
Fergal	McCauley	City of Glasgow College
Fiona	Goodwin	EAUC
Jamie	Pearson	Edinburgh Napier University
Jill	Burnett	EAUC-Scotland
Joel	Cardinal	University of Warwick
John	Wincott	Fife College
Kate	Murray	Edinburgh Napier University
Kathleen	Harper	Ayrshire College
Laura	Muir	APUC
Lisa	McMillan	Edinburgh Napier University
Lucy	Stuart	University of Leeds
Matt	Woodthorpe	EAUC
Paul	O'Doherty	London Metropolitan University
Peter	Hayakawa	University of Edinburgh
Ricarda	Bieke	APUC
Scott	Bryson	University of Strathclyde
Sharon	Dewar	Fife College
Sofie	Torfs	Kamp C
Spela	Raposa	Zero Waste Scotland
Stephen	Connor	APUC
Steven	Giannandrea	City of Glasgow College
Susan	Robertson	Glasgow School of Art
Val	Hendry	Zero Waste Scotland
Zanda	Pipira	London Metropolitan University

	SUMMARY OF DISCUSSIONS	ACTIONS
1	**Welcome, Apologies and Introductions** *Kate Murray, Co-Convener, Edinburgh Napier University* Everyone was welcomed to the event.	
2	**Higher Education Supply Chain Emissions Tool (HESCET) Data for 2018/19** *Stephen Connor, Co-Convener, APUC* The Higher Education Supply-Chain Emissions Tool (HESCET) was developed 6 years years ago to enable consistent reporting of scope 3 emissions across the FHE sector. ARUP developed the tool using the Defra spend-based methodology so annual spending can be used to estimate procurement emissions. The data has been used for HESA & Public Bodies Climate Change Duties (PBCCD) reporting. It takes Proc-HE classifications spend data and estimates the emissions for each activity. There are 75 different emissions factors for products/services. APUC produces a report every January for each institution. The main limitation is that spend-based data assumes higher spend equals higher emissions which is not necessarily the case. It also replies on the spend being coded correctly by the institution. So the figures have a high level of uncertainty. APUC only produce reports for universities at the moment as they need them for HESA stats but colleges spend about 10% of the university total so you could make a rough estimate of college emissions. The carbon intensity figures haven't changed since it was first produced in 2013/14 but will be updated soon as DEFRA have just released new emissions factors. In Proc-HE new coding was introduced in 2018/19, so in order to get the figures into the spread sheet the new figures had to be converted into old spend codes which has caused some anomalies. For the first 5 years HE sector figures are in the region of 700,000 tCO_2e per year, and the spend was typically £850-900 million per year. But in 2018/19 it drops to 600,000tCO_2e and the spend drops to £700 million but this is probably due to coding. Emissions per £million have risen from 800tCO_2e to 880tCO_2e which might indicate that we are buying more carbon intensive products but it is more likely that the data collection has improved and we have a truer picture. 10 main categories – 7 of them are reasonably stable but 2-3 fluctuate – construction has dropped a lot, other manufactured products and other procurement have both	

	dropped. Includes textiles, furniture and education so some areas may have been miscoded here previously. Skeptical about the drop in construction emissions as there are large projects currently being undertaken. Highlights that we need to improve the quality of the data. Following the consultation last year it is expected that the Scottish Government will require reporting of procurement emissions going forward. **Questions & Comments** EAUC will work with HESA, HEPA, APUC and Climate Commission to update the tool and improve the accuracy. HESA are open to updating the EMR to include more sources of Scope 3 emissions. University of St Andrews have done a comparison between HESCET & Quantis Suite and there was a significant difference. For EMR they continue to report HESCET figures for consistency. Concern that the data is not useful enough to provide any meaningful analysis. Could we compare the datasets through various tools? We will probably never get a fully accurate data set for Scope 3 but it is important to be able to measure reductions. Further information on different reporting methodologies available here.	
3	**Circular Tendering** *Sofie Torfs & Emiel Ascione, Kamp C* Kamp C is a Centre for Sustainability and Innovation in Antwerp and it is there mission to accelerate the sustainability of the building sector and putting projects into practice by means of living labs. Their office building Centrum is one of the ProCirc pilot projects. The process of delivering the building was more important than the building itself. **Vision & Ambition** Produced a vision document first so everyone in the organisation had a say and it was clear to possible suppliers what we envision. The vision contained 4 main pillars. **Circularity:** We want the building to showcase why we should shift from linear process to a circular way of building **Flexibility:** The building is mainly office space but the ground floor also needs to be adapted to an event space and consider long term flexibility with regard to the changing needs of the organisation and society	

Health & Wellbeing: Important anchor for our ambitions

Image: The building must be eye catching so that it is an inspiring example to the Belgian construction industry.

These ambitions were refined into a matrix that became a key document for the specifications.

Ambition chart from Circular Flanders helped to define goals. The book from Copper8 Towards Circular Procurement in 8 Steps was also very useful.

Scope of Project

The potential suppliers were involved from a very early stage and helped to define the scope of the project collaboratively.

We asked for the implementation of circular business models – subscribers were able to get extra points for this.

Relatively low investment budget but high operational budget which stimulates the use of circular business models.

We asked for 1,000m^2 office space with possibility to expand.

Instead of drawing up a list of requirements we wanted to give the market more freedom.

Specifications

We asked the suppliers to deliver what we want – we trust them to know the best way to deliver our ambitions. We think this encourages innovation and creativity and ambition.

We split this into two main requirement documents. Firstly, functional requirements and secondly a process document that shows the path towards our goal is more important than the goal itself.

Contract

Opted for a competitive dialogue procedure. We start with selection phase that limits the effort for subscribers. Then the award phase consisted of two dialogue sessions where there was an option for subscribers to seek clarification. Also adjusted our request at this stage following feedback from consortia

Measurement & Evaluation

It wasn't all about the money – we were upfront about our budget which was very radical but we wanted to make clear that it is legal and feasible to use other criteria to evaluate bids.

We established a multi-disciplinary committee to evaluate and select. We weighted our factors upfront to ensure consistency.

In the award phase we followed a similar process of qualitative selection criteria.

	At present we are finalising the design and hope to start building by the beginning of next year. **<u>Questions & Comments</u>** Circular procurement in Scotland is still a fairly new concept but Zero Waste Scotland are currently supporting various pilots across different sectors. We do have circular buildings but circularity was not as deeply embedded at the tender stage. How will this work for buildings with very specific purposes like labs? In this case you may need a more detailed specification but you can still consider how the building may be used for a different purpose in the future.	
4	**Understanding Scope 3 Emissions from Procurement - Update** *Peter Hayakawa, Procurement Policy Officer, University of Edinburgh* Update on the initial work presented at the last TSN. We've looked at the GHG Protocol Scope 3 Standard in great detail and engaged groups of students to look at high impact areas: food, labs, construction and logistics. We wanted the work to be action orientated and identify key reduction opportunities and to test out the hybrid method to help monitor the impact of lifecycle cost decisions. One group of students used the TUCO tool to estimate catering emissions. They encountered issues with units but these have since been improved by TUCO. With construction we gave the students a Bill of Quantities to do an analysis – they didn't have time to look at each product so they focused on steel and concrete. Procurement has a huge impact on Scope 3 emissions and we need to work together to reduce these. We need to identify our emissions hotspots and organisations like EAUC & SSN can help us with this.	
5	**Update from Climate Emergency Procurement Working Group** *Ricarda Bieke, Head of Responsible Procurement, APUC* The group was set up at the end of last year to work collaboratively to influence sector supply chains. It brings together technical and procurement specialists to identify good practice and case studies on what institutions can do to reduce the impact of their procurement. We have formed sub-groups based on the priority impact areas of climate change: Energy, Construction, Labs, Travel, IT, Food & Furniture.	

	If you would be interested in joining any groups please get in touch with Ricarda Bieke (rbieke@apuc-scot.ac.uk)	
6	**EAUC Update** *Jill Burnett, Carbon & Estates Project Officer, EAUC-Scotland* • We have started to produce sector briefing videos the first one on reporting scopes is available here. Next month we will be looking at offsetting. • Green Gown Awards applications deadline has been extended to 9th September	
7	**AOCB** Does anyone have any information on the carbon impact of the lockdown? There has been a 39% reduction in the carbon emissions associated with electricity generation in Europe.	
8	**Next meeting ideas** Our next meeting will be in the Autumn and it will likely be virtual again. It might be interesting to look at how social value, fair work and community benefits change in response to COVID-19 – like focusing on prompt payment to support small suppliers. Please e-mail any other suggestions for topics or speakers at our next meeting to jburnett@eauc.org.uk.	
9	**Thanks and close**	

Minutes prepared by Jill Burnett, EAUC-Scotland Carbon & Estates Project Officer, 5/5/20