

Sustainable Procurement Manitoba Working Group Terms of Reference



Revised January 2017

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PART A - TERMS OF REFERENCE

A1. BACKGROUND

- A1.1 At the Province's Green Procurement Workshop held in December 2007, attendees supported the development of a web based "green purchasing guide" for public sector use. It was decided that a Sustainable Procurement in Manitoba Working Group (SPMWG) consisting of representatives from the Public Sector be established to develop the green procurement information required for the website.
- A1.2 By participating in SPMWG, provincial government departments, crown corporations, local governments, school divisions, universities, colleges and health regions show their commitment to the principles and guidelines outlined in the Sustainable Development Act and the supporting plans and strategies.
- A1.3 SPMWG has been established to prepare information and resources to support the integration of environmental and social considerations associated with procurement decisions. This information is distributed through a Sustainable Procurement Website www.manitobasustainableprocurement.com .

A2. MANDATE

- A2.1 Promote sustainable procurement in Manitoba and to increase the use of environmentally and socially responsible goods and services.
- A2.2 Educate and provide resources to public sector professionals involved in procurement.
- A2.3 Continuously develop and make available resources aimed at increasing the integration of environmental and social considerations into the public procurement process.

A3. PURPOSE

- A3.1 The purpose of SPMWG is to:
- (a) Support the principles and guidelines outlined in the Sustainable Development Act and the supporting plans and strategies;
 - (b) Administer and promote the Sustainable Procurement in Manitoba website;
 - (c) Identify and respond to public sector sustainable procurement priorities;
 - (d) Research and post specifications for sustainable products and services to the website;
 - (e) Promote common sustainable procurement practices across the public sector;
 - (f) Communicate and report goals and achievements to stakeholders (members and signatories).

A4. FRAMEWORK

A4.1 Membership:

- (a) SPMWG will:
 - (i) consist of at least five but no more than 12 Public Sector Professionals, including purchasing professionals, policy analysts and sustainable development professionals representing the provincial government, Crown corporations, local governments, school divisions, universities, colleges and health regions.
 - (ii) coordinate representation and participation by the various public sector interests.
 - (iii) elect the Chairperson by consensus.

- (b) Each member can volunteer for different roles throughout their tenure.

A4.2 Tenure:

- (a) Members are asked to participate in SPMWG for a minimum of two years.

A4.3 Replacement:

- (a) In the event a member leaves SPMWG, one-month notice should be given. Upon notification that a working group member is leaving, SPMWG will seek a replacement representative.

A5. SPMWG MEMBER ROLES AND RESPONSIBILITIES

A5.1 Chairperson

- (a) Call meetings, set agendas (with goals planned), and facilitate discussions amongst the working group members.
- (b) Assign tasks to the working group.

A5.2 Internal Communication Coordinator

- (a) Record the minutes at all of the meetings and help with the creation of the agenda and logistics for the next meeting.

A5.3 Website Membership Coordinator

- (a) maintain and update website membership information;
- (b) send out all forms of communications to website members (e.g. e-newsletters);
- (c) bring forward all website contributions to SPMWG.

A5.4 Website Administrator

- (a) controls security access for all members of SPMWG, and adjusts the framework/functionality of the website.
- (b) Ensures knowledge transfer to new website administrator.

A5.5 Website Editor

- (a) edits and posts new information on the website as approved by SPMWG and provides the working group with user metrics.
- (b) ensures knowledge transfer to new website editor.

A5.6 General Role of All Members

- (a) undertake strategic plan activities as assigned by Chair.
- (b) communicate with other people within their sector. (e.g. University sector, communicate with all other universities)
- (c) encourage public sector professionals, including procurement, policy and sustainable development professionals to use the website to influence procurement decisions within the public sector.
- (d) engage their networks to help the Chairperson recruit members as required.
- (e) participate and contribute their knowledge and expertise in the development and promotion of the website.
- (f) consult with subject matter experts as required.

A6. RESPONSIBILITY OF THE SPMWG

A6.1 Develops information for the website:

- (a) The relevant information on legislation that shapes sustainable procurement decisions;
- (b) Research to develop guidelines for products and services to address:
 - (i) environmental and social issues;
 - (ii) government policies/mandates to consider;
 - (iii) other specifications from bid documents;
 - (iv) availability in the marketplace;
 - (v) third party certifications;
 - (vi) spin off benefits;
 - (vii) other considerations.
- (c) Resources to support sustainable procurement:
 - (i) sample bid documents;
 - (ii) sustainable procurement policies;
 - (iii) lifecycle costing;
 - (iv) third party labels and logos;
 - (v) environmental calculators.
- (d) Links to other sustainable procurement resources;
- (e) A venue for different entities to communicate regarding sustainable procurement;
- (f) Upcoming sustainable procurement event information.

A6.2 On a quarterly basis (or more often if deemed necessary by SPMWG), a Website E-Newsletter will be emailed to website members.

A6.3 At SPMWG's discretion host a session with public sector professionals to discuss effectiveness of the website and identify opportunities for improvement and website enhancement.

A6.4 On a yearly basis, SPMWG will review its Strategic and Communication Plans and update them as required.

A7. RESOURCES AND BUDGET

A7.1 All meetings are held at a location agreed upon by all SPMWG members.

A7.2 Manitoba Procurement Services Branch will provide financial support for the maintenance and development of the website.

A8. Funding for sessions that promote sustainable procurement in Manitoba is sought on a case-by-case basis.

A9. GOVERNANCE

A9.1 SPMWG's decision making process is by consensus.

A10. MEETING FREQUENCY

A10.1 SPMWG meets once a month or more frequently as determined by the members. Members are required (unless for extenuating circumstances) to participate in all scheduled meetings.

A10.2 Members are expected to avail approximately eight hours per month for meetings and to perform delegated tasks.

A11. REPORTING STRUCTURE

- A11.1 The contributions both in-kind and financial are of value and a report to contributing public sector organizations will be provided annually.
- A11.2 The report will be created and posted on the member side of the website. The following may be included:
- (a) number of new goods and services specifications;
 - (b) number of new third-party certifications, legislation, etc.;
 - (c) website metrics;
 - (d) Working Group findings;
 - (e) comments from session with public sector professionals.

A12. CONFLICT OF INTEREST

- A12.1 SPMWG shall comply with Manitoba's Conflict of Interest Policy when conducting matters associated with the website.
- A12.2 SPMWG does not promote or endorse specific products, brands, retailers or distributors. The ultimate purchasing decision remains with the local organizations procurement authority.

PART B - WEBSITE MAINTENANCE AND COMMUNICATION

B1. ACCESS TO MEMBER'S TAB OF THE WEBSITE

- B1.1 Access to the member's tab will be given to all Manitoba Public Sector Professionals.
- B1.2 Access is controlled through a web-based registration process.
- B1.3 Access requested by others will be determined on a case-by-case basis.

B2. UPDATING THE WEBSITE

- B2.1 The Website Administrator and Editor will not act on any recommendations or "suggestions" made in the correspondence until he/she receives specific instructions from SPMWG on website changes.
- B2.2 SPMWG will communicate changes to the Web Editor/Administrator following the approval and agreement of the changes by SPMWG.
- B2.3 The Web Administrator or Editor depending on content will update the website and when completed, email SPMWG members when changes are live.

B3. COMMUNICATION TO MEMBERS

- B3.1 The Website Membership Coordinator will not communicate with website members or contact us/contribute submissions until he/she receives instructions from SPMWG.

B4. WEBSITE PERFORMANCE MEASURES

- B4.1 The Website Administrator will report website metrics to the SPMWG upon request.