

LONDON SCHOOL OF HYGIENE & TROPICAL MEDICINE SUSTAINABILITY GROUP

PROCUREMENT POLICY

A. OBJECTIVES

- To minimize the environmental consequences of the goods and services procured by the School, specifically in terms of their contribution to greenhouse pollutant emissions
- To apply principles of sustainability and fair trade as important criteria in the choice of suppliers of goods and services to the School
- To minimize the School's resource use and waste

B. TARGETS

To establish systems for monitoring CO₂ emissions from procured goods and services by February 2010

To reduce the emissions of carbon dioxide (CO₂) relating to the goods and services purchased by the School in contribution to the attainment of the School's overall CO₂ emissions-reduction targets, with a 50% reduction in procurement-related CO₂ emissions by 2020 from its 2010 base.

To achieve Fairtrade accreditation for the School by April 2010

C. RESPONSIBILITY & STRUCTURE

The School's performance in sustainable procurement will be kept under review by the Sustainability Group, using appropriate monitoring data, and will be regularly reported to the Senior Management Team.

D. METHODS TO ACHIEVE TARGETS

LSHTM recognises that it can contribute towards the conservation and protection of the natural environment by adopting policies on sustainable procurement, and that it can support principles of social justice and sustainability through policies promoting use of Fairtrade goods and services.

The achievement of the targets and objectives will be based on actions covering all aspects of procurement, specifically:

- Adoption of a formal procurement goal of minimizing carbon emissions from goods and services, including a requirement to use the EU Energy ratings to select 'A' rated equipment only
- Purchasing goods from suppliers with published sustainability goals where possible and consistent with other sustainable purchasing goals

- Ensuring that, where economically viable, recycled goods are used in preference to new items, and that these are purchased in preference to non-recyclable alternatives.
- Working towards Fairtrade accreditation and the promotion and use of Fairtrade products throughout School premises
- Ensuring maximum use is made of recyclable or bio-degradable packaging for food services provided within School premises, including the phasing out the use of plastic bottles and providing water filtered on-site in re-usable containers
- Requiring the Energy Manager to vet all capital funding requests to assess environmental impact.
- Ensuring that maintenance budgets include provision for upgrades to reduce carbon emissions where possible.
- Extending collaborative procurement arrangements together with increased use of e-procurement where this can be shown to give environmental benefits.

A schedule of implementation is attached as Annex 1.

Awareness Training

Regular awareness-raising initiatives on sustainable procurement, mainly targeted at personnel with responsibility for School purchases, will be held to ensure the adoption of good practice.

Appropriate training will be incorporated into the Staff and Educational Development Programme.

Information updates and other messages about procurement policy will also be disseminated through Department and Faculty Heads.

Monitoring and Targeting

A system to monitor the contribution to emissions of greenhouse pollutants relating to the School's use of goods and services will be developed in consultation with the Energy Manager, and published annually as part of the *Data Monitoring Reports*.

Reporting and action plans

Reports of progress on the *Procurement Policy* objectives will be reviewed on an annual basis by the Sustainability Group, reported to SMT, and made publicly available.

These reports will be used by the Sustainability Group as part of its annual review process to make recommendations to the Senior Management Team and the Planning and Finance Committee about measures to help achieve its procurement objectives.

- Last up-dated: June 2010

Annex 1. Schedule for implementation of sustainable procurement goals

Sustainable Procurement Goal	Responsible Party	Target date for completion
Adoption of formal procurement goal of minimizing carbon emissions from goods and services provided to LSHTM.	Finance	From summer 2010
Use the DEFRA “Buy sustainable - quick wins” 2008 Best Practice Specifications when equipment and goods are purchased.	Finance	From autumn 2009
Make use of the EU Energy rating scheme to select ‘A’ rated equipment only.	Finance	From autumn 2009
Ensure that where economically viable, recycled goods are used in preference to new items.	Finance	From autumn 2009
When recyclable items are available, purchase these in preference to non-recyclable alternatives.	Finance	From autumn 2009
Work towards gaining Fairtrade accreditation and promote, use and support Fairtrade products where possible.	Finance	Summer 2010
Substitute water filtered on-site in re-usable glass containers for bottled water, when water is supplied as refreshment for meetings.	Finance	From spring 2009
Ensure that maximum use is made of recyclable or bio-degradable packaging for food services provided within School premises.	Finance	From 2010
Energy manager to vet all capital funding requests to assess environmental impact.	Energy manager	From 2010
Ensure that maintenance budgets include provision for upgrades to reduce carbon emissions where possible.	Estates Management	From 2010
Extend collaborative procurement arrangements together with increased used of e-procurement where this can be shown to give environmental benefits.	Finance	From 2010