

HANDBOOK FOR TRAINERS

Procurement of Innovative Products: Bio-Based Products in Procurement

1

INTRODUCTION

Background to the project

The Executive Agency for Small and Medium Enterprises (EASME) has asked Royal HaskoningDHV (RHDHV) to develop a guidance document and other publication materials which facilitates the uptake of bio-based products in procurement. The aim is to obtain a successful uptake of this guidance by as many as possible national, regional and local procurement bodies.

About this 'Handbook for Trainers'

This 'Handbook for Trainers' is developed specifically for trainers. It aims at providing trainers with sufficient information and structure to successfully present training on 'bio-based products in procurement'.

This 'handbook for trainers' is one of the publication materials developed in addition to the guidance document 'bio-based products in procurement'. Other publication materials are a brochure and a leaflet describing the project. All documents can be obtained from the project website.



www.biobasedinprocurement.eu

This handbook for trainers is part of the training material which consists of the following documents;

- Handbook for Trainers
- PowerPoint presentation 'bio-based products in procurement'
- Dissemination plan

About the Training: purpose of the training and target groups

The purpose of the training for which this handbook provides support for trainers, is to provide procurers and other interested parties such as policymakers and budget holders, with information about bio-based products, thereby enabling them to consider innovative bio-based products alongside other products in procurement.

The training presents the content of the guidance document 'bio-based products in procurement' and for more information reference is made to this document.

Content of the 'Handbook for Trainers'

This handbook for trainers provides the following information:

- Set up of the training; for example the target group, structure of the training, and appropriate group size is presented;
- The training material; the main message of the slides in the PowerPoint presentation, additional information which can be discussed with the participants and reference to the relevant section of the guidance are provided.

2

SET UP OF THE TRAINING

Title of the purpose and training

The title of the presentation for which this handbook for trainers provides additional information and structure is 'bio-based products in procurement'. The purpose of the training is to provide procurers and other interested parties such as policymakers and budget holders with information about bio-based products thereby enabling them to consider implementing innovative bio-based products alongside other products in procurement and organisation.

Target group

The target group for the training are procurers and other interested parties. Procurers can be both for the public and private sectors. Examples of other interested parties are policy makers both on a national as well as municipal level, developers of bio-based products and experts on the bio-based economy and products.

Number of trainees

The appropriate number of trainees for the training 'bio-based products in procurement' is depending on the time available for the training and the preferences of the trainer. In general a group size between 10-30 participants can be facilitated with a difference in approach for the different group sizes.

With a relatively small group (10-20 participants), the training can take place in one group, with interaction between the trainer and the participants directly. It is recommended that in the case of a larger group (more than 20 participants) the participants are divided in groups, which when questions arise (see section 3 'The Training') break away and provide feedback as a group.

Time requirements for the training

The time required for the training is much dependent on the group size, preferences of the trainer, whether the training is a webinar or not, but also the time made available by the organiser of the training. If the available time is limited, the training can take place in approximately 40 minutes, but with very limited interaction between the trainer and the participants. In this case, the training is presented and questions can be asked at the end of the presentation. This is still an opportunity to share the content of the guidance in a compact and efficient time period. However, when more time is available, it is recommended that about 3 hours is made available for the training. In this way, discussion and interaction is possible, which will allow for better understanding and incorporation of the shared information. More information on the time requirements is provided under 'outline of the programme'.

Setting of the training

It is recommended that the training is presented to groups of up to 20 participants. This will allow for all participants to actively contribute to the training and sharing of information.

to share the content of the guidance in a compact and efficient time period. However, when more time is available, it is recommended that about 3 hours is made available for the training.

In this way, discussion and interaction is possible, which will allow for better understanding and incorporation of the shared information. More information on the time requirements is provided under 'outline of the programme'.

Preparation of the trainer

The time required for the training is much dependent on the group size, preferences of the trainer, whether the training is a webinar or not, but also the time made available by the organiser of the training. If the available time is limited, the training can take place in approximately 40 minutes, but with very limited interaction between the trainer and the participants. In this case, the training is presented and questions can be asked at the end of the presentation. This is still an opportunity to share the content of the guidance in a compact and efficient time period. However, when more time is available, it is recommended that about 3 hours is made available for the training. In this way, discussion and interaction is possible, which will allow for better understanding and incorporation of the shared information. More information on the time requirements is provided under 'outline of the programme'.

Training material

It is recommended that every participant to the training is provided with a copy of the guidance document 'bio-based products in procurement'.

Outline of the programme

The training is structured in the following way:

About this training

Time required: 30 minutes

Purpose of this section: For the trainer to introduce himself and provide an introduction to the training. In addition all participants can introduce themselves and say something about their experience with bio-based products in procurement.

Participants learn to: What they can expect from the training and who the other participants are.

Relevant slides: Slide 2.

Introduction

Time required: 20 minutes

Purpose of this section: Provide a framework for the training and basic information on bio-based products. or the trainer to introduce himself and provide an introduction to the training.

Participants learn to: Understand the European Policy Framework, what bio-based products are and how the bio-based economy and circular economy relate.

Relevant slides: Slide 4-8.

Part 1: Why bio-based products in procurement

Time required: 30 minutes

Purpose of this section: Describe the reasons why bio-based products can be considered in procurement.

Participants learn: About the different types of innovative features of bio-based products in procurement but also that these should be assessed per product.

Relevant slides: Slide 9-17.

Part 2: How to implement bio-based products in procurement

Time required: 20 minutes

Purpose of this section: Show that there are different ways and activities that can support the implementation of bio-based products in the organisation and procurement.

Participants learn to: What activities they can initiate and drive to support the implementation of bio-based products in their organisation and procurement.

Relevant slides: Slide 18-24

Part 3: What product groups to focus on?

Time required: 15 minutes

Purpose of this section: To provide information on key factors that influence which product groups to focus on when implementing bio-based products in procurement and to show what product groups are available.

Participants learn to: Determine what product groups to focus on within their organisation based on key factors that influence this decision.

Relevant slides: Slide 25-27

Specific information for product groups

Time required: 15 minutes

Purpose of this section: To show what information is available in the factsheets and what type of criteria can be used when implementing bio-based products in procurement.

Participants learn to: Be aware what information is important and what criteria can be used when implementing bio-based products in procurement.

Relevant slides: Slide 28-30

Case Studies

Time required: 50 minutes

Purpose of this section: To provide the participants with the opportunity to process the material by working on a case study. After the case study, it is expected that participants will have additional questions about the training and content of the guidance.

Participants learn to: Think about a case study based on their own requirements and experience.

Relevant slides: Slide 31-32

Additional information

Time required: 5 minutes

Purpose of this section: Provide the participants with sources where additional relevant information can be obtained.

Participants learn to: That more information is available and where it can be found.

Relevant slides: Slide 33

3

THE TRAINING MATERIAL

This section of the 'Handbook for Trainers' should be read together with the PowerPoint presentation 'bio-based products in procurement', as well as the Guidance document 'biobased products in procurement'.

This section will consist of two parts, namely:

1. **The presentation**; for each slide of the presentation the following information will be provided:
 - a. Main message of the slide
 - b. More information – reference to the guidance
 - c. For discussion / interaction – questions to be raised with the participants

2. Case studies

3.1 The Presentation 'bio-based products in procurement'

Slide 1 - Bio-based products in procurement

Main message: opportunity for introduction of trainer and the topic.

More information: N/A

For discussion: depending on the time of the training and preference of the trainer, the opportunity can be given to each participant to introduce him/herself and share about their experience with implementing bio-based products in procurement.

About this training

Slide 2 - About this training

Main message: to provide information and thereby enabling procurers and other interested parties to consider innovative bio-based products in procurement.

More information: N/A

For discussion: Ensure that every participant has a copy of the guidance document 'bio-based products in procurement'.

Introduction

Slide 3 - Bio-based products in procurement - Introduction

Main message: introduction part of the training.

More information: N/A

For discussion: N/A

Slide 4 - European Policy Framework

Main message: bio-based products in procurement could support the objectives of several European policies and goals. The 3 policies are provided as examples.

More information: the guidance, section 1.1. provides more information on the 3 policy examples

For discussion: if there are participants from different countries, it would be interesting to provide them with the opportunity to tell something about their national policy framework related to bio-based products in procurement.

Slide 5 - What are bio-based products

Main message: to get the definition of bio-based products right. The content of biomass in bio-based products can range from '1' to 100% but should clearly be communicated.

More information: the guidance, section 1.3 provides more information on what are bio-based products.

For discussion: This slide is built up with 'fly in's'. It allows the trainer to ask questions first to the participants (what are bio-based products?) and then supply the answers.

Slide 6 - Bio-based products in procurement

Main message: there are standards and labels available to determine and confirm bio-based content of products.

More information: the guidance, section 1.3 provides more information on standards and labels to determine the bio-based content.

For discussion: N/A

Slide 7 - Bio-based economy within the Circular Economy

Main message: there is often the question how the bio-based economy and circular economy relate. The quick answer is that the bio-based economy is part of the circular economy and supports its goal of 'no more waste, but closed material cycles'.

More information: the guidance, section 1.4

For discussion: the trainer could ask the question 'Are bio-based products always circular?' The answer is that the bio-based products which form part of the technical cycle should be recyclable to be considered circular. Bio-based products which form part of the biological cycle, should be biodegradable/compostable to be considered circular.

Part 1. Why bio-based products in procurement

Slide 8 - Why Bio-based products in procurement

Main message: new section of the training which will focus on 'why would you consider bio-based products in procurement?'

More information: the guidance, section 2.1.

For discussion: N/A

Slide 9 - General Innovation Features

Main message: general innovation features are related to the bio-based nature of the bio-based product. To discuss the examples of general innovation features provided in the presentation.

More information: the guidance, section 2.1.1

For discussion: N/A

Slide 10 - General Innovation Features (continued)

Main message: discuss the examples of general innovation features provided.

More information: the guidance, section 2.1.1.

For discussion: the trainer could ask the question 'What factors influence whether the GHG emissions for bio-based products are lower than those of their petrochemical equivalent?' The answer could be location where the biomass is cultivated and cultivation methods. A new production method could at the beginning also still be relatively inefficient, while efficiency improvements usually occur when the scale of production is larger.

Slide 11 - General Innovation Features (continued)

Main message: go over the examples of general innovation features provided.

More information: the guidance, section 2.1.1.

For discussion: the trainer could refer to the example in the guidance of a policy informed by the secondary incentives of bio-based products (Example: Policy on bio-based products in procurement – Province of Zeeland, the Netherlands).

Slide 12 - Specific Innovation Features

Main message: specific innovation features refer to improved capabilities which the bio-based product has in comparison to its conventional (petrochemical) alternative. Go over the examples provided.

More information: the guidance, section 2.1.2.

For discussion: N/A

Slide 13 - Specific Innovation Features (continued)

Main message: in some applications products which are biodegradable and/or compostable can be of added value.

More information: the guidance, section 2.1.2.

For discussion: the participants can be asked if they know of any other product groups which would benefit from biodegradable and/or compostable capability.

Slide 14 - Biodegradability and compostability

Main message: what does biodegradability and compostability mean?

More information: there are different standards available, but in the case of biodegradability they might be adapted. This is explained in detail in the factsheets.

For discussion: N/A

Slide 15 - Specific Innovation Features (continued)

Main message: discuss the possibility of improved capability of bio-based products and the examples provided in the presentation

More information: the guidance, section 2.1.2

For discussion: the participants can be asked if they know of any other improved capabilities of bio-based products or which of the innovation features are most relevant for them.

Slide 16 - Potential Sustainability Issues

Main message: Bio-based products are not always more environmentally friendly than their petrochemical alternatives.

More information: N/A

For discussion: participants can be asked to give their opinion or experience with this.

Part 2. How to implement bio-based products in procurement?

Slide 17 - Part 2: How to implement bio-based products in procurement

Main message: new section of the training which will focus on 'how to implement bio-based products in procurement?'

More information: the guidance, section 2.2.

For discussion: N/A

Slide 18 - How to - in the Organisation

Main message: How to implement bio-based products in procurement in the organisation?

More information: the guidance, section 2.2.1.

For discussion: If there are policy makers in the group of participants, then this is a very good section for a 'break-away session' or more discussion with the group. Based on their experience and type of organisation, they can be asked to provide their view on 'who to involve', 'how to create commitment' and 'how to create a knowledge' base. When the participants have given their feedback, the trainer can provide input as is described in section 2.2.1. of the guidance.

Slide 19 - How to - in Procurement

Main message: the approach as presented on the slide can be beneficial when taking into account bio-based products in procurement.

More information: the guidance, section 2.2.2.

For discussion: N/A

Slide 20 - Consult the market

Main message: you might need information, such as availability, costs and possible practical implications of bio-based alternatives before you can go out on tender.

More information: the guidance, section 2.2.2.

For discussion: the example: Market research confirms the possibility of switching to bio-based

coffee cups, in the guidance.

Slide 21 - Choose an appropriate procedure

Main message: there are different procurement procedures. The most appropriate procurement procedure is dependent mainly on the level of development of the bio-based product and the wishes of the procuring party.

More information: the guidance, section 2.2.2.

For discussion: the example: Innovation Procurement provides environmental benefits and jobs in Skåne, Sweden, as presented in the guidance.

Slide 22 - Identify capabilities of bio-based products

Main message: The different aspects that should be identified and described when considering a bio-based product.

More information: the guidance, section 2.2.2.

For discussion: N/A.

Slide 23 - Specify how to take into account capabilities

Main message: there are different ways of specifying the capability of bio-based products. For example, some capabilities can be a technical specification, while others an award criterion.

More information: the guidance, section 2.2.2.

For discussion: the example: Capabilities for bio-based cycling route signs, as presented in the guidance.

Part 3. What product groups to focus on?

Slide 24 - Part 2: what product groups to focus on?

Main message: new section of the training which will focus on 'which product group to focus on?'

More information: the guidance, section 2.3.

For discussion: N/A

Slide 25 - Procurement Sectors and Product Groups

Main message: different procurement sectors and product groups for bio-based products are distinguished. The Dynamic Meta Database uses this classification and refers to other databases and sources of information for each of the product groups. As part of this project more information on the procurement sectors, 'Infrastructure: construction materials' and 'gardening and landscaping' was collected and presented in the form of factsheets.

More information: N/A

For discussion: the participants can be asked which of the procurement sectors they believe is most relevant or interesting for their organisation.

Slide 26 - How to identify key sectors

Main message: key sectors will differ per organisation, but the factors as presented on the slide will help determine priorities implement bio-based products in procurement.

More information: N/A

For discussion: the participants can be asked which of these factors they believe to be most important for their organisation.

Factsheets

Slide 27 - Factsheets on how to take into account bio-based products in procurement

Main message: new section of the training which will focus on the factsheets.

More information: the guidance, section 3.

For discussion: N/A

Slide 28 - Specific information for product groups

Main message: to show for which procurement sectors and product groups specific information is available in the factsheets.

More information: N/A

For discussion: N/A

Slide 29 - Content of the factsheets

Main message: every factsheet is structured in the same way. Every factsheet addresses the 'why?', 'how?' and 'what?' questions'. Furthermore, each factsheet provides examples of procurement criteria and discusses points of attention.

More information: N/A

For discussion: Discuss in more detail one of the criteria presented in the factsheet.

Case Studies

Slide 30 - Case studies

Main message: The group is going to be split up in smaller groups of up to 5 participants which will together work on a case study and provide feedback to the group afterwards.

More information: N/A

For discussion: N/A

Slide 31 - Questions for case-study

Main message: Questions to be answered by the participants during their case study.

More information: N/A

For discussion: N/A

Additional information

Slide 32 - Additional information

Main message: N/A
More information: N/A
For discussion: N/A

Slide 33 - Important sources for additional information

Main message: More information can be obtained from the following sources.
More information: N/A
For discussion: N/A

3.2 Case study

The participants of the training can be divided in smaller groups to prepare a case study. The results from the case study should be presented afterwards.

About the case study

The participants need to prepare a case study on how they would consider innovative bio-based products in procurement. This case study should address all (main) aspects raised during the training and result in a document which can be used as very specific guidance during the procurement process for the identified product of choice. It is recommended that the groups focus on one of the factsheets and use this to prepare the case study.

About the groups

Make groups of between 3-5 participants and make sure to combine individuals with different backgrounds and functions. Specifically try to put a policy makers and procurer in each group and try to prevent groups with only procurers or only policy makers

Time for the assignment

The time given for the group to prepare the assignment is recommended to be between 45 minutes to an hour. The feedback session should be no more than 10 minutes per group.

Questions to be addressed

Each group should answer the following questions as a minimum and provide feedback :

- Why would they consider bio-based products in procurement? What (general or specific) innovation features are most important to them and why? Would they consider bio-based products in procurement because they are bio-based or do they need to have specific capabilities?
- How would they consider bio-based products in procurement? Make a distinction between the organisation and procurement.
- What bio-based products would they consider in procurement and why?
- What capabilities do they find most important and what procurement criteria would they use to control this?

○ Based on the 'points of attention' in the factsheet of choice, do they foresee any potential difficulties with implementing the bio-based product in procurement?

The training can be closed by asking the participants what they learned and what they're going to do when they get back to their work. The final slide is meant to give the participants additional information as an extension of the training.