

PROCUREMENT OF TIMBER AND TIMBER PRODUCTS

1. SPPN 09/2004 (<http://www.scotland.gov.uk/Resource/Doc/1265/0005315.pdf>) was a reminder of the Executive's policy in relation to the procurement of timber and timber products.

2. The Department of the Environment and Rural Affairs (DEFRA) has now approved 4 timber schemes as providing the necessary assurances that the timber bought under these schemes has been legally harvested from sustainably managed forests. These schemes are:

Forest Stewardship Council (FSC)
Canadian Standards Association (CSA)
Pan European Forest Certification (PEFC)
Sustainable Forestry Initiative (SFI)

Where suppliers offer timber or timber-related products which are certificated under one of these schemes, then procurement officers may accept that as meeting the Executive's policy requirements.

3. A fifth scheme has also been assessed:

Malaysian Timber Certification Council (MTCC).

DEFRA advice is that MTCC certification may be accepted as evidence that timber has been legally logged but not that it has come from sustainably managed forests. Procurement officers should therefore seek alternative evidence that MTCC timber has come from sustainably managed sources.

4. DEFRA will continue to monitor how these schemes work in practice through its Central Point of Expertise on Timber (CPET). CPET is operated on behalf of DEFRA by ProForest which is a company with wide experience in responsible purchasing. Amongst other activities, CPET operate a helpline service for public procurement officers and their suppliers, giving advice on how to specify legal and sustainable timber and how to ensure that they are getting what they ask for.

5. In addition CPET are running various **free** workshops for public procurement personnel and suppliers, including in Edinburgh (29/11/05-1/12/05). Details and a booking form are attached. The Edinburgh workshops will be held at Napier University (Centre for Timber Engineering, Merchiston Campus – location map and directions at: <http://www.napier.ac.uk/campusmaps/merch003.asp>). An application form is attached and should be returned to CPET. Any enquiries about the workshops should also be referred to CPET.

6. I would be grateful if you could disseminate this SPPN to anyone within your area of responsibility including Agencies and NDPB's.

7. If you have any questions about this Policy Note please contact Dave Cook on Dave.Cook@scotland.gsi.gov.uk

Scottish Procurement Directorate
Glasgow

Upcoming Training Workshops for Procurement Personnel

Dear CPET user:

The central point of expertise on timber procurement (CPET) is offering a series of training workshops for government procurement personnel and their suppliers. The workshops are funded by the Department for Environment, Food and Rural Affairs, and are free of charge for government personnel and their suppliers.

Three types of workshops will be offered:

- A half-day introduction for buyers that will introduce the government's policy, and answers questions participants may have about how it affects them
- A full-day workshop for buyers that will walk participants through a case study and provide hands-on examples of assessing the legality and sustainability of timber in the context of the government's policy
- A full-day workshop for suppliers that will walk participants through a case study and provide hands-on examples of how to ensure their supply meets the government's policy requirements

The half-day introduction will include a tea break, and the full-day course will include two tea breaks and a light lunch. The workshops are only open to government procurement personnel and their suppliers.

The half-day introduction for buyers will be held in:

Bristol (Nov 16), Edinburgh (Nov 30) and Leeds (Dec 6) with plans for London and Cardiff in the New Year.

The full-day workshop for buyers will be held in:

Bristol (Nov 17), Edinburgh (Dec 1), London (Dec 5) and Leeds (Dec 7) with plans for Cardiff in the New Year.

The full-day workshop for suppliers will be held in:

Bristol (Nov 18), Edinburgh (Dec 2), Leeds (Dec 8) and London (Dec 9) with plans for Cardiff in the New Year.

Places will be allocated on a first-come first-serve basis. Please contact CPET on +44 (0) 1865 243766 or send an email to cpet@proforest.net for more information and to book your place.

The UK Government has a policy (which is a standard condition of UK Government contracts) that timber or timber products supplied to government must be from verifiably

legal sources. Organisations tendering for Government supply contracts also have the option of meeting a 'variant specification' which requires that material is from sustainable sources, and those that offer it are given preference when bids are evaluated. The Scottish Executive has a policy of buying timber which has been both legally logged and has come from sustainably managed sources.

Currently, if you are involved with procurement through either central or local government or their suppliers, you can call the CPET helpline on 01865 243766 or send an email to cpet@proforest.net for advice. CPET is operated by ProForest, a company with wide experience in responsible purchasing.

CPET contact details: c/o ProForest, South Suite, Frewin Chambers, Frewin Court, Oxford, OX1 3HZ Tel: 01865 243766 Email: CPET@ProForest.net

2005 CPET Training Workshop Booking Form

These courses are offered free of charge to government procurement personnel and their suppliers. They are funded by the Department for Environment, Food and Rural Affairs. CPET is operated by ProForest, a company with wide experience in responsible purchasing.

Please complete the information below and return to CPET.

Name		
Department/ Body/Organization	Agency/Public	
Address		
Telephone		
Fax		
Email		

If you are a supplier,

What government Department/ Agency/Public Body do you supply?	
Who is your government contact?	

Please checkmark (✓) the course¹ you'd like to attend:

	Half Day Intro (Buyers) 1:30 – 5:00	✓	Full Day Course (Buyers) 9:30 – 4:30	✓	Full Day Course (Suppliers) 9:30 – 4:30	✓
Bristol	Nov 16 th		Nov 17 th		Nov 18 th	
Edinburgh	Nov 30 th		Dec 1 st		Dec 2 nd	

Leeds	Dec 6 th		Dec 7 th		Dec 8 th	
London	Dec 5 th		Dec 9 th			

1 Buyers may only attend one course (either the introduction or the full day)

Coffee and tea will be provided in the morning (where applicable) and afternoon for all workshops. A light lunch will be provided for the full-day courses.

Once the booking form has been received, we will confirm your place on the workshop and will provide further details.

POST your booking form to CPET c/o ProForest, South Suite, Frewin Chambers, Frewin Court, Oxford, OX1 13HZ, UK

FAX your booking form to 01865 244820 or EMAIL us at cpet@proforest.net