**Introduction – Sustainable Procurement and Circular Economy Plan**

1. **Purpose**

The purpose of this plan is to set out objectives that the University needs to meet to reduce the sustainability impacts associated with its procurement activities, these will include reducing its Scope 3 carbon emissions, addressing social value and civic impacts and economic activity.

* 1. **Plan Vision**

Sustainability needs to be embedded across the supply chain, influencing how we procure goods and services, the types of goods and services we procure and how we manage those goods and services from cradle to grave.

The University of Surrey has a number of significant sustainability impacts associated with its supply chain. To be a truly sustainable University, Surrey needs to address these impacts such as the 56,000tonnes of carbon dioxide emitted due to our buying of goods and services.

Every good and service procured by the University carries with it a series of impacts deleterious to the local and global environment along its supply chain. From extraction of raw materials to final delivery, resources are expended, waste created, energy consumed, and greenhouse gases released, contributing to climate change and the degradation of the natural environment. On top of this the impact on communities, their health, labour rights can also be negatively impacted.

Despite this, the continued provision of goods and services is essential to sustaining the operations of the University, so that it may continue to provide valuable research and teaching, including in its leading contributions to sustainability. Therefore, it is essential that the University takes steps to decarbonise its supply chain, allowing for long-term responsible sustenance of operations, that it takes action to have a positive impact on communities.

Furthermore, universities across the UK and around the world are beginning to address their Scope 3 emissions, recognising the importance of consumption-based decarbonisation, a concept deeply embedded in the United Nations Sustainable Development Goals (SDGs) under SDG 12 – responsible consumption and production. The University must act upon this goal to ensure it remains at the forefront of sustainability in the UK higher education sector.

1. **Definitions and Terminology**

***3.1*** *Scope 3 emissions –* Indirect greenhouse gas emissions caused by anything other than the combustion of fuel or generation of electricity.

***3.2*** *Supply chain -* The sequence of processes involved in the production and distribution of a commodity or service.

***3.3*** *Value-for-money* – The most advantageous combination of cost, quality, and sustainability (across all three domains) to meet requirements.

***3.4*** *Whole*-*life-costing -* Considering the cost (economic, environmental, and social) of a commodity across its entire lifespan, from the first step in its supply chain to the final stage in the processing of its waste.

***3.5*** Circular Economy – An economic system based on reuse and regeneration of natural, economic, and social capital.

1. **Plan Principles**

The principles underpinning the sustainable procurement and circular economy plan are set out as below. The emphasis on these principles will change as the University progresses towards meeting its targets and the plan will be reviewed accordingly to reflect this. New objectives may also be introduced, or existing ones replaced at review.

* 1. **Prioritises the use of regenerative resources – reusable, non-toxic, renewable.**
	2. **Preserves and extends the life of what’s already been made – repair, upgrade, upcycle.**
	3. **Turning waste into a resource – reuse, remanufacture, creating a secondary resource, recycling, no-landfill.**
	4. **Designing for the future – longevity, low maintenance, reusable, adaptable.**
	5. **Collaboration – working with the supply chain as partners, within and outside the university.**
	6. **Rethinking our business model – Whole life costing and life cycle analysis**
	7. **Incorporating digital technology – Offering opportunities to connect organisations in delivering the six principles above.**
1. **Plan Aim**
	1. Integrate the 7 sustainable procurement and circular economy principles into the University’s purchasing and operational activity to help deliver a sustainable University and help suppliers transition to a low carbon and sustainable operating model.
2. **Plan Objectives**
	1. **Monitoring and Measuring Carbon**

The University will monitor carbon emissions from procured goods & services on an annual basis via its supplier engagement tool.

The University will investigate how to improve the consistency and accuracy of its scope 3 data.

The University will continue to identify and work with priority suppliers, and determine which suppliers are strategic and critical, based on supply chain carbon impact, expenditure, locality and business size.

Suppliers will be strongly encouraged to join the University’s supplier carbon management tool – NETpositive – and submit their data.

**6.2 Supplier Management**

The University will begin to conduct a supplier management programme through its supplier management tool, encouraging its suppliers to reduce their environmental impacts and communicating the emphasis placed by the University on procuring sustainable products.

The university will work to increase its local supply chain and SME’s where relevant.

Continue to practise and develop a category management rather than a buyer approach.

**6.3 Awareness and Training**

Key staff – procurement category managers and key purchasing staff – will receive advanced training in sustainable procurement. New staff will receive basic training in sustainable procurement.

Awareness of the principles of sustainable procurement will be promoted among the user community for specific high impact commodity areas.

Sustainability impact assessments will be created for key commodity areas and distributed to key staff.

**6.4 Embedding Sustainability in the Purchasing Process**

Sustainability criteria will be included when evaluating offers from potential suppliers, including environmental, economic and social. These aspects will also be included when specifying goods or services, and contracts will be awarded primarily on the basis of value-for-money and whole life costing.

**6.5 Benchmarking and Progress**

The University will measure its progress in sustainable procurement according to the Flexible Framework, determining its level initially via self-assessment.

The University will use the governments flexible framework to guide its development of sustainable practices, aiming to achieve level 4 within 3 years and level 5 within 5 years.

The University has expanded the governments flexible framework from 5 levels to 10 levels to help more effective delivery. A copy of the document is attached in appendix one.

Consider ISO 20400 to certify the University’s sustainable procurement approach.

**6.6 Assisting in Delivering Net Zero**

Contribute to delivering the University’s 2030 Net Zero target across scopes 1 & 2 by only purchasing energy efficient electronic goods, and by avoiding equipment using chlorofluorocarbons (CFCs) or HCFCs as refrigerants. White goods and chest freezers should have a minimum energy efficiency rating of “A”.

**6.7 Collaborating with colleagues and suppliers**

Support colleagues in procuring goods and services that enable sustainable practices, such as Laboratory equipment, waste management bins and energy efficiency products.

1. ***Action Plan examples***
	1. *Deliver the actions set out in the flexible framework for people, policy, communications, processes, engaging suppliers and measuring results.*
	2. *Join NETpositive trial using supplier engagement carbon measurement tool and use the outputs from the tool to inform decisions on reducing our scope 3 carbon emissions, complete by Christmas 2024.*
	3. *Encourage key university suppliers to sign up to the free tool and provide scope 1 & 2 carbon emissions, as well as creating an action plan to deliver sustainability and carbon changes. Complete by July 2024.*
	4. *Baseline progress against the flexible framework on 6 monthly intervals, review supplementary actions.*
	5. *Review Cambridge University Sustainability Impact assessments for different categories to use as a reference for the University.*
	6. *Employ an ‘establishing the need’ framework, 1) Is it required/essential, 2) Does its exist already and can be shared or reused, 3) Is a more sustainable product/service available compared to the product/service.*
	7. *Specify reuse within all contracts for both product and logistics.*

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| **Area of concern** | **Action** | **Sub-actions** | **Target completion date** | **Current position** | **Benefits** |
| **People** | 1.Provide sustainable procurement training to all staff involved in purchasing, according to job role **(Objective 6.3)** | Select appropriate training material for each level of staff |  | Training provided to procurement team | Staff have skills necessary to make sustainable choices – emission reduction |
| Distribute the training via online platform  |  | Agreed to host training on procurement website |
| Include sustainable procurement training in inductions for relevant staff |  |  |
| 2.Embed sustainable procurement into hiring, appraisals, and performance objectives **(Objective 6.3)** | List sustainable procurement credentials as desirable in purchasing staff |  | Agreed to include in appraisals  | Attract staff with SP experience and credentials |
| Create incentives for success in sustainable procurement |  |  | Greater resources devoted to SP |
| **Procurement Process** | 3.Create and distribute impact assessments for key commodity areas **(Objectives 6.3,6.4,6.6,6.7)** | Host SIAs on an online platform |  | SIA’s created, to be hosted on procurement website  | Specific information available for SP in all purchasing |
| Inform and encourage use by relevant staff |  |  |  |
| 4.Implement asset management for key commodity areas **(Objectives 6.1,6.6)** | Includes IT equipment, capital lab equipment, AV equipment. |  | No current asset register | Allow use of PCFs and reduction in buying |
| 5.Explore options for inter and intra university equipment sharing **(Objective 6.7)** | Options include Warp-it and Cambridge equipment sharing database |  |  | Reduction in buying and waste  |
| 6.Adopt lifecycle thinking, whole-life costing and value for money principles**(Objectives 6.1,6.4)** |  |  | Principles included in plan | Reduced emissions and cost over time |
| 7.Create sustainability specifications for relevant goods**(Objectives 6.1,6.2,6.4)** | Carbon product footprint where available  |  | No current specifications for commodities | Restricts choice to ensure low carbon options in high impact areas |
| Efficiency of goods using energy e.g. white goods & IT |  |  |  |
| Given percentage of recycled or recyclable material for wood, plastic, metal products |  |  |  |
| Construction and refurbishment done according to BREEAM standards |  |  | Reduction in energy & water use |
| **Suppliers** | 8.Formulate supplier engagement programme, targeting key suppliers to provide data and improve their processes.**(Objective 6.2)** | Filter suppliers by materiality and actionability  |  | Suppliers filtered by commodity, impact and size | Improve supplier relationships and availability of low carbon goods |
| Contact suppliers to communicate standards, join NetPositive or request data according to supplier size and type |  | List of priority suppliers not on tool created | Improvement of current contracts over time |
| 9.Map supply chains for highest impact suppliers **(Objective 6.1)** |  |  | No supply chains mapped | More accurate data  |
| 10.Implement sustainability requirements into new contracts **(Objectives 6.2,6.4)** | Require signup to NetPositive |  | Brief mention of sustainability in contracts | Ensures SP early in purchasing reducing emissions |
| Require carbon reporting  |  |  |
| Require commitment to reduction in emissions  |  |  |
| Compare sustainability credentials of new potential suppliers |  |  |
| 11.Agree sustainability KPIs with key suppliers who meet materiality and actionability criteria **(Objective 6.2)** | Set reduction targets for supplied goods & services | No KPIs or targets set |  | Reduction in emissions over time |

**Appendix One**

