



Hosting the 8th EcoProcura Conference 2011

Call for interest

07 September 2009

ICLEI invites cities, regional governments and national governments to express their interest in receiving the bidding documents for hosting the 8th EcoProcura Conference. A timeframe for bidding is detailed at the end of this document. For information on the last EcoProcura Conference, please visit: www.iclei.org/ecoprocura2009.

Framework

ICLEI is opening a bidding process for the 8th EcoProcura Conference. Cities in Europe, preferably ICLEI members, are invited to express their interest in hosting and funding this unique event which is tentatively planned for 2011.

The conference which usually lasts for a maximum of 3 days leaves open the possibility for pre-events and side-events. It can be combined with a Sustainable Product Exhibition/Trade Fair or Business Forum and linked to other national initiatives related to sustainable procurement.

The 8th EcoProcura Conference builds on the success of a series of EcoProcura Conferences held in Hannover 1998, Bilbao 1999, Lyon 2000, Brussels 2001, Göteborg 2003, Barcelona 2006, and in Reykjavik 2009.

Purpose and Character

EcoProcura is the only European conference to provide a platform to promote exchange and dialogue amongst purchasers from all levels of governments, suppliers, policy-makers and multipliers on strategies and the latest practical solutions for implementing sustainable procurement. The initial idea for the focus of the conference is how public procurement can stimulate new technology, become a driver for economic recovery and move us to a sustainable low carbon economy. ICLEI is also open to other ideas at this stage.

As a special feature, this next conference in the series will include results from the European Commission funded project "SMART SPP – innovation through sustainable procurement". The project promotes the introduction of innovative low carbon emission technologies and integrated solutions onto the European market through early market engagement between public authority procurers, suppliers and developers. The findings of the project including guidance and case studies on the common integrated approach of procurement of innovative highly energy efficient technologies and tools for Life Cycle Costing and CO₂-monitoring will be presented at the conference. www.smart-spp.eu

Roles and Cooperation

ICLEI will lead the development of the 8th EcoProcura in close cooperation with the host organisation. ICLEI has been working on conference organisation for over 17 years and will therefore provide strong and valuable planning and implementation experience to the host.

Tasks and responsibilities will be shared between ICLEI, the host and potential further partners. All partners will form a preparatory committee that will design the approach, programme outline, and political agenda of the conference.

The host is responsible for securing the financial framework (see below) including contributions from third parties. The host is also asked to organise with appropriate administrative means the local conference management and logistics as well as the social programme. The host will need to clearly demonstrate in the bid its overall capacity including provision of a suitable venue, linguistic abilities, and organisational skills to deliver the conference in cooperation with ICLEI.

Host role for securing budget

EcoProcura conferences can only take place with the generous support of the host city or organisation. The host should therefore take responsibility for securing funding through their own efforts. Funding sources may include a variety of local, regional, and national stakeholders from the public and private sector. In several cases in the past it was possible to also obtain support from the host region and/or national government.

There are two sub-budgets. One for strategy, programme development, speakers, marketing and participants management (to be provided by the host and managed by ICLEI): ca. 160.000 - 180.000 Euro. And one sub-budget for local services, venue, catering, translation etc to be covered and managed by the host.

Potential for bringing in Sponsors: ICLEI is interested and willing to cooperate in designing special programme elements to attract sponsorship such as product exhibitions, business fora etc.

Participants

The EcoProcura Conferences showcase successful examples from European and international cities. They enable 250-350 participants from over 40 countries to interact and share their vision, knowledge and analyse the latest solutions on sustainable procurement. This includes purchasers from local governments, regional and national governments and other national and European public institutions as well as producers, suppliers and product developers.

The conference participation fee will be agreed upon between the organising partners and will constitute part of the income to cover costs.

Programme

The final programme will be developed under the guidance of ICLEI. The latest developments in the area of sustainable procurement will be reflected in the programme.

English will be the main language during the conference with simultaneous interpretation into 1 to 2 other languages for plenary sessions and at least one programme line during the entire conference.

Timeline for the Bidding Procedure

- 15 September 2009 - Availability of bidding package for those who have indicated interest
- 15 January 2010 - Deadline for submission of bids
- 15 February 2010 - Decision on host city
- March 2010 - Contract finalisation
- April 2010 - Start of conference preparations

Bidding Package

For all interested potential host cities, a bidding package will be available, including a conference outline and conference requirements highlighting financial aspects.

Further information

Bidding:

Monika Zimmermann, Director
ICLEI's International Training Centre (ITC)
Leopoldring 3, D-79098 Freiburg, Germany
Tel: +49-761 - 36892-20
Tel: +49-761 - 36892-29
Mail: training.centre@iclei.org

ICLEI's Sustainable Procurement activities,
please visit:

www.iclei.org/procurement / www.procuraplus.org

For information on the last EcoProcura
Conference, please visit:

www.iclei.org/itc/ecoprocura2009