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**Resource
EfficiencyEast**

**Invitation to apply to
become a host
organisation within the
Resource Efficiency East
Supply Chain Network.**

Funded by



GUIDANCE NOTES

Introduction

These guidance notes set out the support available to East of England organisations from the public and private sector who are interested in applying to participate as a host within Resource Efficiency East's Supply Chain Network. The guidance notes outline the process and timescales by which organisations should apply to Resource Efficiency East and the evaluation criteria against which applications will be assessed.

Resource Efficiency East (REE)

Resource Efficiency East is co-funded by the East of England Development Agency and the European Regional Development Fund to deliver specialist advice, guidance and support on how businesses in the East of England can reduce the use of resources; water, energy and materials and achieve financial savings as a result. Resource Efficiency East is managed by Renewables East.

The Resource Efficiency East programme will operate until 31 March 2011 and in this period will provide intensive support to regional small and medium sized businesses, assisting them to identify and achieve savings in the use of water, materials and energy. Resource Efficiency East's primary objective is to 'increase the productivity and competitiveness of regional SMEs by delivering measurable improvements to their resource efficiency, with the environmental benefits that result also helping to reduce the impact of climate change on the region's economy'. For further information visit the website

www.resourceefficiencyeast.org.uk

Resource Efficiency East's Supply Chain Network

The Supply Chain Network aims to improve the resource efficiency of small and medium sized businesses in the East of England by working with the supply chains of larger regional organisations. Applications to become a host within the Network are invited from public and private sector organisations in the East of England who are motivated to work with, and mentor their supply chain to deliver improvements in resource efficiency.

The Supply Chain Network is designed to improve resource efficiency on a collective basis by enabling larger organisations to mentor and engage SMEs that are connected through their supply chain to many other organisations. The aim of the Supply Chain Network is to help host organisations understand the opportunities of working as a delivery partner; engaging their supply chain, making their internal procurement procedures more sustainable and sharing their understanding and learning with their suppliers, distributors and wholesalers with respect to resource efficiency.

The Supply Chain Network will provide the opportunity for sharing experiences and ideas through formal networks, delivering; meetings, training workshops, collaboration and discussions, all supported via Resource Efficiency East.

Each Supply Chain Network will be supported by up to 30 days of fully funded support to help facilitate the Network and encourage the stimulation of innovative solutions to joint issues.

The Supply Chain Network Support Package

The development of sustainable supply chains and the introduction of sustainable (or green) procurement is a wide and diverse topic incorporating issues relating to the social, environmental and economic impacts of the supply chain and the purchasing decisions that are made throughout the supply chain.

As well as being driven by consumer demand and government initiatives, both public and private sector organisations are starting to appreciate the real economic and environmental benefits that can be gained for the whole supply chain by improving the sustainability and resource efficiency of all the organisations within the supply chain. These economic benefits include:

- Reduced waste disposal costs.
- Lower maintenance and operational costs.
- Avoidance of risk in supply chains.
- Lower cost feedstock and materials.
- Reputational benefits.
- Marketing benefits.
- Increased sales and profitability.

Resource Efficiency East has secured funding to support up to eight East of England organisations develop a sustainable Supply Chain Network.

Applications are invited from public and private sector organisations in the East of England region that are able to demonstrate the time, resources and commitment to take the next step towards the development and implementation of improved practices across their supply chain. The Supply Chain Network is appropriate for organisations that have already started to implement sustainable practices and would wish to cascade this throughout their supply chain.

Resource Efficiency East has developed a support package with enough flexibility to accommodate the individual needs of each hosts network. Each Supply Chain Network and successful host organisation will be supported by an advisor for up to 30 days who will assist the Network as a whole to; facilitate the business to business/peer to peer mentoring, look at any specific supply chain issues, and support the innovative approaches to resource efficiency and sustainability.

The Supply Chain Network will work with up to 8 'host' organisations, each with a minimum of 25 SMEs from the East of England region willing to participate in the hosts Supply Chain Network. The Network is open both public and private sector organisations based in the East of England.

Each Supply Chain Network will be expected to include the following activities;

- A launch event at which the expertise of the host organisation and the Network will be communicated and at which supply chain members will join the Network and commit to taking part in the process.
- A series of at least three follow up workshops. It is anticipated that the follow up workshops will focus on;
 - Water/Energy Efficiency
 - Waste/Transport
 - Legislation/Environmental Management Systems/Staff Engagement

Additional support will be available to help organise and manage the launch event and workshops, however, the host organisation will be expected to facilitate these events as part of the Supply Chain Network and cover any venue/catering/associated costs (printing, etc if required) for the launch event and the workshops

It is anticipated that each Supply Chain Network will be run over a period of approximately 3 months and potential hosts will be asked to state when they would be ready to commence the programme between January 2010 and April 2010.

The content of the support programme would be flexible and based around the structure outlined below and would include guidance from the Flexible Framework and other appropriate tools including Action Sustainability's' Flexible Framework Tool and Assurance Tool, the Envirowise Supply Chain Toolkit, The London Centre of Excellence Sustainable Procurement Project - Building Sustainability into Tendering Toolkit, the Local Authority Environmental Management Systems and Procurement (LEAP) tools and guidance and Taking the Lead (A guide to more responsible procurement practices).

- An introduction to Sustainable Development, climate change (adaptation and mitigation) and the social, ethical, environmental and economic aspects of responsible purchasing.
- The potential benefits associated with responsible purchasing. This will cover both the economic and environmental benefits associated with an effective process.
- Identification of the barriers (perceived and real), to the implementation of responsible purchasing and the development of default strategies to remove or overcome these barriers and achieve a degree of support for the process.
- Comparison of whole-life-costing and "most economically advantageous tender" (MEAT) including an introduction to the concepts within the ISO standard 15686.
- Improving standards whilst raising the bar for environmental standards within the supply chain.
- Supporting the development of responsible purchasing frameworks appropriate for the supply chain.
- Supporting the development of draft responsible purchasing policies and plans for extension into procedures / action plans within the Network.
- Establishing supplier development programmes and improving the management of the supply chain. This would be linked into the three SME workshops within the programme.
- Development of an appropriate specification framework that improves the sustainability of the products and services being sourced.

- Identification of a framework to monitor progress with the responsible purchasing process.

It is important to note that these activities will require a lead from and significant input from the participating organisation (with facilitation from Resource Efficiency East) and that the potential hosts are expected to define the level of support they are able to provide to the SMEs via the delivery of the Supply Chain Network.

Each Network is designed to help achieve the following aims:

- Support a minimum of 25 SMEs in the East of England to improve their resource efficiency and sustainability as part of a responsible supply chain.
- Improve the overall environmental and economic performance of the supply chain by introducing the concepts of good environmental management and waste elimination.
- Help the host organisation disseminate and fully embed sustainability into the supply chain through appropriate procurement policies and procedures.
- Provide an enhanced level of confidence, and the tools and the techniques to develop and deliver a sustainable supply chain.
- Demonstrate to SMEs the real business benefits of incorporating sustainability criteria into procurement procedures and decisions.
- Create an understanding of the real and perceived barriers to sustainable procurement and develop strategies to overcome these.
- Signpost all members of the supply chain to organisations offering technical or specific area support and assistance that would help the organisations improve their environmental and economic performance.
- Establish a set of relevant and SMART objectives and milestones, against which the success of the Network can be measured. Examples of these metrics could include:
 - Sustainability of the raw materials used
 - Energy consumed in the conversion process
 - Water efficiency and conservation
 - Environmental impact 'in use'
 - Ability to reuse or recycle materials and end products
 - Biodegradability at the end of a products useful life
 - Waste diverted from landfill
 - Virgin raw materials saved carbon savings
 - Cost savings and new business developed.

Objectives linking to progress made against the five stages of the Flexible Framework will also be agreed.

At the end of the period of mentoring and support, the Network will be well on the path to truly embedding the principles of sustainability and resource efficiency.

Host organisations will be expected to support Resource Efficiency East in the creation of a case study or appropriate publicity material associated with the Supply Chain Network.

Eligibility

To apply to be a host organisation under Resource Efficiency East's Supply Chain Network an organisation must be based in the East of England or have a significant business and operational presence in the East of England region. The East of England incorporates the counties of Cambridgeshire, Norfolk, Suffolk, Essex, Hertfordshire and Bedfordshire.

The host organisation must also have a supply chain that includes a minimum of 25 SME organisations within their supply chain that are based in the East of England and will be willing to participate in the Supply Chain Network. The definition of an SME within this Network can be found at - <http://www.euresearch.ch/index.php?id=266>. The SME participants will be encouraged to undertake a fully-funded Resource Efficiency East Business Resource Review where this hasn't been previously carried out.

Due to restrictions placed upon the programme by the European Regional Development Fund (ERDF), some sectors are not eligible for support including the following;

- Agriculture
- Textiles and clothing;
- Shipbuilding, coal and steel;
- Social welfare;
- Building and renovation of housing;
- Port developments
- Retail;
- School age education;
- Banks and insurance companies.

Applications are invited from both public and private sector organisations who meet the eligibility criteria above.

Please note that both the host organisations and all the businesses supported by the Supply Chain Network project will be subject to State Aid Rules. The application form includes a state aid and de minimis declaration to be completed by the applicant.

Application Process

Those organisations that wish to receive this support will need to complete the accompanying application form and return a signed electronic copy by email to supplychain@resourceefficiencyeast.org.uk by **no later than 4pm on Friday 11th December 2009**. Applications received after the deadline will not be considered. Successful applicants will be notified by no later than 21st December 2009.

Applications will be assessed by a panel for completeness and best fit against the specific questions and the scope of the Network outlined above.

Successful Applicants

Applicants selected to participate will be expected to engage fully with Resource Efficiency East and our appointed advisors to implement the Supply Chain Network. Further contact will be made in January 2010 to arrange an inception / planning meeting with the contractor nominated to support the successful applicant. This meeting should establish the initial working parameters and timetable for the Supply Chain Network within the hosts organisation and supply chain.

The programme does not ask for match funding, but the host organisation is expected to make resources available to work with Resource Efficiency East and the contractor appointed to support the Supply Chain Network e.g. ensuring that a nominated individual is appointed to manage the programme, senior and relevant personnel are available, provision of suitable accommodation for meetings and workshops, refreshments etc.

Hosts will be expected to support an evaluation of the Networks activities and comply with a response to our reasonable request for feedback and evidence of progress. We will ask you to sign a simple agreement confirming these conditions.

Further information

For further information on the Supply Chain Network or the application process, please contact supplychain@resourceefficiencyeast.org.uk

