Environment, energy and climate

Responsible Procurement: ISO 20400:2017

One day to build sustainability into the procurement function under the guidelines of ISO 20400:2017: policy, mapping of risks and opportunities by spend category, criteria in specifications, supplier selection and monitoring, total cost. The workshop applies the method to a purchasing category of your company and produces a realistic action plan.

Duration : 1 day

Objectives

1. Explain the principles and structure of ISO 20400:2017 and its link with ISO 26000
2. Map environmental, social and ethical risks and opportunities by purchasing category
3. Build proportionate sustainability criteria into specifications and bid evaluation
4. Reason in total cost rather than purchase price
5. Organise the monitoring and improvement of supplier performance

Programme

Day 1 — morning

• Why responsible procurement: requirements of customers and principals, duty of care, reputational risks, costs

• ISO 20400:2017: principles, policy and strategy, organisation of the procurement function, purchasing processes

• ISO 26000 core subjects applied to purchasing: human rights, labour relations and practices, environment, fair operating practices

• Risk mapping by purchasing category: country, sector, amount, ability to influence

Day 1 — afternoon (workshop)

• Sustainability criteria in the statement of need, specifications and bid evaluation grid

• Total cost: energy, maintenance, lifespan, end of life

• Supplier assessment, audit and support; contractual clauses

• Workshop: mapping and action plan for a purchasing category of your company; knowledge test

Teaching methods

• Work on your real purchasing portfolio, grouped by category

• Risk mapping matrix handed out and completed in the workshop

• Exercise comparing two bids on total cost

• Case studies from industry, agri-food and distribution

• Final test on procurement risk mapping and total cost reasoning

Assessment and documents

Knowledge test at the end of the day, feedback survey at D+1. Numbered training certificate, verifiable online, for each participant; the company receives the training report and the mapping of the purchasing category worked on in the workshop.

Bilingual materials for every participant; each classroom course comes with its digital twin on OmniLearn.

Good to know

To write the code of conduct you will ask your suppliers to follow, see “Supplier Code of Conduct and Responsible Purchasing”. To measure emissions linked to purchasing, see “Scope 3: the 15 Categories and Supplier Data”.

Practical information

Duration	1 day
Audience	Directors and buyers, CSR, QHSE, management control, lawyers in charge of contracts
Prerequisites	No prerequisites
Group size	Groups of 6 to 12 participants, in-company
Format	In-company, face to face on your site
Language	French, Darija or English; bilingual materials
Funding	OFPPT special training contracts (TFP), GIAC, Maroc PME: we prepare the applications with you, at no extra cost.
Programme customisation	Programme adapted to your procedures, your equipment and your audience

Frequently asked questions

Can ISO 20400 be certified?

No. ISO 20400:2017 is a guidance standard: it helps structure the approach, with no certification audit. Progress is shown through the policy, specifications, supplier assessments and results achieved.

How does it differ from the course “Supplier Code of Conduct and Responsible Purchasing”?

This day covers the whole procurement function: strategy, risk mapping, criteria, total cost, monitoring. The code of conduct course concentrates on one specific tool, the commitment text imposed on suppliers, and on its enforcement.

Do we need a CSR policy to start?

It is not essential. Risk mapping by purchasing category can come before the policy and inform it. If a CSR policy exists, the course shows how to translate it into purchasing requirements.

Is the approach suitable for an SME?

Yes, provided it stays proportionate: a few high-stake purchasing categories, simple and verifiable criteria, monitoring of the main suppliers. The workshop helps choose where to start.