

UNIVERSITY OF ALBERTA TERMS OF REFERENCE

SUPPLY MANAGEMENT SERVICES & OFFICE OF SUSTAINABILITY Sustainable Purchasing Working Group (SPWG)

I. PURPOSE

The University of Alberta recognizes the critical leadership role it plays in the supply and demand of socially and environmentally responsible goods and services. The institution is committed to a continuous effort to instill sustainability into the many aspects of university life, on our campuses, in our institutions, and in the larger community of which we are part. The purpose of the Sustainable Purchasing Working Group (SPWG) is to provide strategic leadership regarding sustainable purchasing, which includes the following:

- Assessing institutional opportunities for sustainable purchasing initiatives
- Identifying and prioritizing projects and strategies for enhancing our performance
- Streamlining communication, recognition, and outreach related to sustainable purchasing
- Measuring current performance and evaluating effectiveness of sustainable purchasing initiatives
- Providing a hub for Supply Management Services (SMS), the Office of Sustainability (OS), and representatives from the university community to share ideas and collaborate on sustainable purchasing pilot projects

Representatives on the SPWG are committed to providing strategic leadership on sustainable purchasing and serving as a change agent in their respective areas.

II. DUTIES/ROLES

The SPWG provides a forum to gather university-wide perspectives to guide the development, implementation and evaluation of sustainable purchasing initiatives.

SPWG members will play a leadership role in:

- Exploring and making recommendations regarding key issues and trends
- Serving as a sounding board on purchasing projects and outreach activities
- Advocating and sharing information

- Identifying opportunities for collaboration
- Suggesting recommendations for procedural and system changes to support sustainable purchasing
- Piloting projects in work units or faculties
- Gathering feedback from the users of the preferred suppliers and addressing needs related to sustainable purchasing

III. Procedures

Establishing the Working Group: SMS and the OS are responsible for establishing and gathering feedback from members of the SPWG in the summer of 2014. The first meeting will commence in September 2014.

A. Committee Chairs

The SPWG will be co-chaired by Wendy Abel, SMS and Emily Dietrich, OS.

B. Members

The SPWG will include individuals connected to purchasing on campus and will likely include representatives from: SMS, F&O (including Ancillary and Capital Projects), students' associations (Students' Union and GSA)¹, departments and faculties on campus, and Office of Advancement. Preferred suppliers may be periodically invited to participate as appropriate.

C. Meeting Agendas and Reporting

The Chairs are responsible for ensuring preparation and distribution of meeting agendas and materials. The Chairs will prepare a written report of each meeting's agenda, proceedings and advice. The Chairs will prepare an annual report on the SPWG activities to the Director of the Office of Sustainability and the Associate Vice-President, Finance & Supply Management Services.

D. Frequency of Meetings

- The SPWG will conduct general meetings 3-4 times a year; meetings will last approximately 1.5 hours.
- Committee members will receive updates from the Office of Sustainability and SMS between meetings.
- From time-to-time the co-chairs may engage members in conversations via electronic means (e.g., electronic mail, voice mail, teleconference) to solicit feedback.

E. Sub Committees

- Subcommittees related to specific projects or programs may be created. They will provide reports at general meetings. Sub-committees will coordinate their own meetings as required.

¹ Members are to focus on our institution's purchasing needs rather than student associations' purchasing needs.

F. Members

Name	Position	Department
David Whalen	Manager, Cleaning Services	Building Services
Dolores March	General Manager, Hospitality Services	Ancillary
Elise Hetu	Coordinator, Campus Chapters & Faculty Engagement	Office of Advancement
Trina Innes	Chief Sustainability Officer	Office of Sustainability
Ray Dumouchel	Associate Director, Bldg & Grounds Services	Building Services
Larry Clark	Technical Director, Timms	Drama Department
Rick Fix	Director, Service Operations	Information Services & Technology
Ian Page	Associate Director, Onsite Services	Information Services & Technology
Audric Moses	Operations Manager	Heritage Medical Research Centre
Dev Jennings	Professor	Faculty of Business
Debbie Preston	Storeroom Administrator Biological Sciences	Biological Sciences
Renee Polziehn	Director, Professional Development and Outreach	Faculty of Graduate Studies
Wayne Anderson	Assistant Director	UAlberta Bookstore
Anthony Cornish	Faculty Service Officer	Department of Biological Sciences
Cindy Garneau	Administrative Lead, Operations & Initiatives	Faculté Saint-Jean
Robert Munro	Director	Environment, Health and Safety
Cory Hodgson	VP Operations & Finance	Students' Union