

GREENING GOVERNMENTAL OPERATIONS

- i. **Approach:** The Chief Financial Officer and Vice-President is responsible for NSERC's application of the Policy on Green Procurement. NSERC's approach to implementing green procurement was to target the use of PWGSC procurement instruments, the delivery of training to key personnel and the inclusion of green procurement objectives in the employee performance evaluation of key decision makers.

- ii. **Management Processes and Controls:**
 - i. NSERC used PWGSC procurement instruments as its primary procurement mechanism.
 - ii. In 2012-2013, most of contracting documents included a clause addressing environmental considerations in the performance of the work required.

- iii. **Specific Targets:**
 - i. NSERC has maintained a reduction in paper usage by making double sided printing mandatory and by increasing the use of online submissions.
 - ii. Stationary and office supplies were targeted to ensure that, whenever feasible, purchase was made from PWGSC green standing offers. Environmentally preferable alternatives were identified using the Standing Offers in the "Recycled" and "Environmental Considerations" columns
 - iii. In addition, NSERC has taken the following steps toward greening government operations:
 - i. Promoted the usage of established standing offers for goods and furniture that support the Green Procurement Policy;
 - ii. Encouraged employees to reuse and recirculate unneeded or unused office supplies;
 - iii. Promoted the use of video conferencing equipment as an alternative to travel allowing NSERC to reduce its carbon footprint;

- iv. **Training:**
 - i. All existing indeterminate procurement and materiel management functional staff have taken the CSPA Course 215 on Green Procurement as part of the current on-boarding program. The training has been integrated in the training curriculum and is now part of the onboarding program for procurement specialists.
 - ii. Internal awareness on Green procurement was raised with key stakeholders involved with acquisitions during assessment meetings

- iii. Management has increased staff awareness of environmental practices, such as limiting the number of printed copies of documents and using two-sided printing and copying

- v. **Performance Evaluation**: The manager Procurement, Contracts and Materiel Management has an objective included in her performance management agreement to ensure environmental considerations are taken into account in all procurement activities.

- vi. **Meeting Targets**: Green procurement strategies will be reviewed at mid-year to ensure that they are on track for achievement by the end of fiscal year