Invitation for the XXth CSR/Sustainable Procurement Training

Dear Colleagues,

We have decided to hold "CSR/Sustainable Procurement Training" for those who are involved in the procurement to learn about the concept of CSR/Sustainable procurement. For this training, we have prepared a program based on the material and developed and published by Global Compact Network Japan (GCNJ) including a role playing game that enables the participants to experience the necessity and difficulty of CSR/Sustainable procurement. We look forward to the active participation of all interested parties, including those of you working in the area of procurement who aren't sure of what CSR/Sustainable procurement is, and those of you who have just started working in the area of CSR/Sustainable. The training session will also briefly cover the use of the Self-Assessment Questionnaire (SAQ), a new tool developed by GCNJ for companies to diagnose their own supply chains, and the concept behind it.

Through this training, we hope the concept of CSR/Sustainable procurement to be further integrated into our operation and enhance competitiveness.

XXXXX Corp. XXX Department

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

Overview of the 1st Training Session for CSR/Sustainable Procurement Professionals

1. Purpose of training

To learn about CSR/Sustainable procurement and why it is necessary

2. Date and time

MM DD YYYY 13:30 to 16:15 (Reception starts at 13:00)

3. Location

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

4. Free of charge

5. Maximum capacity of 30 people (in principle, up to 2 people per company, accepted on a first-come, first-served basis)

Application deadline: MM DD

\*1 We will notify you by email upon acceptance. Please bring a copy of the email on the day of the training.

\* 2 Also, please bring your business card (1), since business cards will be used instead of name-tags.

6. Schedule

13:30 Opening remarks

13:35 Lecture 1: Basic Concept of CSR/Sustainable Procurement: "Introduction to CSR/Sustainable Procurement"

14:30 Break

14:40 Game of Choice

15:40 Group discussion

16:10 Closing remarks, administrative announcements, etc.

16:15 End

▼ Application Form ▼

-----------------------------------------------------------------------------

Please fill-out the details below and apply by email.

For further information, please contact us at this email address.

⇒ Application email address: XXXXXX@XXXXXXXXXX

-----------------------------------------------------------------------------

[Email Subject] Application for Training for CSR/Sustainable Procurement Professionals

[Email Body]

1. Name of participating company/organization
2. Affiliation (home department)
3. Name
4. Phone number

⑤ Email address

□―――――――――――――――――――――――――――――□

Please provide your company name, address, and email address.

□―――――――――――――――――――――――――――――□