



Who can attend CPET workshops?

Background

CPET **organises and facilitates workshops for public sector buyers and their suppliers.** The training workshops are funded by the *Department for Environment Food and Rural Affairs* (Defra). Because of significant costs associated with running a regular programme of workshops and the potential for oversubscription, the following criteria have been developed to manage the volume of attendees:

Criteria

1. **Individuals** wishing to attend a workshop will be from a:

- 1.1 Central Government Department or one of its subsidiaries;
- 1.2 Devolved Administration or one of its subsidiaries;
- 1.3 Local Authority;
- 1.4 Direct supplier to government;
- 1.5 Direct contractor to government;
- 1.6 Company further down the supply chain;
- 1.7 Company wanting to tender to supply to government;
- 1.8 Other organisation that has a legitimate interest in the policy, including:
 - a. Certification schemes;
 - b. Certification bodies;
 - c. Non-Governmental Organisations;
 - d. Other initiatives; and
 - e. Media.

1.9 Where 1.8 applies, please contact CPET to confirm eligibility.

2. The number of attendees at workshops from a given organisation (as described in 1.4 through 1.8) shall be **limited to two individuals *per annum***, except in cases as described below:

- 2.1 A contract greater than £500,000 exists between the organisation and a government organisation (as described in 1.1 through 1.3);

2.2 Multiple, concurrent contracts exist between the organisation and a government organisation (as described in 1.1 through 1.3) with a total value greater than £500,000;

2.3 A contract sourcing high risk timber and/or wood derived products (as identified by the Central Government Department, subsidiary, Local Authority, Devolved administration or subsidiary) exists between the organisation and government organisation (as described in 1.1 through 1.3).

3. **Proof of contracts** as described in 2. shall include one of the following:

3.1 The name and contact details for the appropriate contact at a government organisation (as described in 1.1 through 1.3);

3.2 A copy of the summary page of the Schedule of Costs and the signatory page of the contract between the organisation (as described in 1.4 through 1.8) and the government organisation (as described in 1.1 through 1.3); and

3.3 Other evidence deemed acceptable by CPET.

4. **Targeted workshops:**

Occasionally under exceptional circumstances CPET may agree to **run workshops** for particular **organisations** (as described in 1.4 through 1.8). These circumstances are based on instances where it is useful from the UK Government's point of view to **bring a specific group together to ensure everyone is clear** that they are all being asked to do the same thing.

Requests for targeted workshops will be granted under the following circumstances:

4.1 The request to run a targeted workshop for an organisation (as described in 1.4 through 1.8) comes from Central government or its subsidiaries, a Devolved Administration or its subsidiaries or a Local Authority

4.2 An application in writing is made by an organisation (as described in 1.4 through 1.8) for a targeted workshop giving just reason why their needs will not be met by the standard training workshop. This request must be approved by the Department for Environment, Food and Rural Affairs.

All further questions or comments should be directed towards CPET;

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