

GREEN PUBLIC PROCUREMENT	A: Get political resolutions	GREEN PUBLIC PROCUREMENT	A: Get political resolutions
A1: Give your administration a new input for ecological, fair and sustainable procurement		A2: Develop an overall concept for green and fair procurement	
<p>Start with a small range of products and services whose environmental impact is clear or for which greener alternatives are easy to define and affordable, like for example: recycled paper or energy-efficient office equipment.</p> <ul style="list-style-type: none"> ✓ Consider environmental impact. Select those products or services which have a high impact on the environment and make an evaluation of the greener alternatives. ✓ Focus on one or more environmental problems, such as climate change or waste. Introduce general requirements on energy efficiency or recyclability. <p>The town of Dunkirk in France adopted a step by step approach: beginning with one product, and building up confidence through testing and working closely with users, it created the right climate for a move to more systematic green purchasing and consideration of greener alternatives for other products. http://www.communaute-urbaine-dunkerque.fr/home.html (only French)</p>		<p>Develop draft resolutions for specific sectors like transport, wood certification, cleaning products, buildings energy performance, catering contracts, etc.</p> <ul style="list-style-type: none"> ✓ Decide strategically how to name your resolutions, so to send out a message not only to potential suppliers, but also to the local community and other contracting authorities. ✓ Develop your understanding of the market, perform a market analysis as a general survey of the potential in the market that could satisfy your defined need. ✓ Focus on what general solutions are available on the market and find out then environment-friendly alternatives, if there are any, and the general price level of the options available. ✓ Always tend to buy services and not products, i.e. better leasing a printer than buying it, the purchaser will be motivated to deliver a high quality service to minimise the maintenance and to recycle as many parts of the machine as possible. This would discourage the disposable low quality products. 	
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A3: Adopt national and regional recommendations in the local set of regulations		A4: Develop an independent local set of rules for a sustainable procurement department	
<p>You can include national and regional regulations in your local procurement set of regulations as basis for the consideration of social and environmental protection criteria in your procurement system.</p> <p>Useful regulations as environmental and social support are:</p> <ul style="list-style-type: none"> ✓ Waste Management Laws and Regulations: when considering disposal costs in the purchasing process, green products are obviously more convenient ✓ Environmentally Hazardous Substances Laws and Regulation: green product can be advantaged when hazardous substances are banded or severely fined. ✓ Safety at Work and Operational Safety Laws and Regulation: green products are most of the time safer and have lower maintenance risks. 		<p>Focus on one or more environmental problems, such as climate change or waste. Introduce general requirements on energy efficiency or recyclability.</p> <p>Consider availability and cost of environmentally better alternatives. Are there green (er) products on the market, will they meet your requirements and can you afford them?</p> <p>Consider availability of data: can you find the scientific and environmental data you need to set criteria for this product? How complicated will it be to decide what you want technically and to express it in a call for tender?</p> <p>Evaluate the potential for technical development. If green purchasing can target products and services at an early stage in their development and marketing, this may be more successful than trying to change the environmental characteristics of mature sectors.</p> <p>Adopt a scientific life-cycle approach. Look for relevant information in underlying specifications of eco-labels or in websites and database aiming to inform consumers. www.europa.eu.int/comm/environment/ecolabel/index_en.htm</p>	

GREEN PUBLIC PROCUREMENT	B: Get your staff involved	GREEN PUBLIC PROCUREMENT	B: Get your staff involved
B1: Inform your staff about the political resolutions for procurement		B2: Inform your staff continuously about green, fair and sustainable procurement	
<p>Putting a green purchasing policy into practice will first require some strategic planning:</p> <ul style="list-style-type: none"> ✓ organising appropriate training for purchasing staff ✓ ensuring access to environmental information ✓ setting priorities when choosing the most suitable contracts for "greening" <p>The staff making the purchases should be given the necessary legal, financial and environmental knowledge to decide when environmental factors can be introduced into the procurement procedure, whether they are set at the right level to get the best value for money and whether they match the environmental priorities of the contracting authority.</p> <p>The Commission of the European Communities has developed a database that contains simple environmental information on about one hundred products and service groups. It provides basic information to corporate and public purchasers, such as the eco-labels available for a given product, or its key environmental impacts. http://europa.eu.int/comm/environment/green_purchasing</p>		<p>A permanent information and further education for your staff on new environmental and fair solutions for procurement will give your procurement system a continuous input.</p> <ul style="list-style-type: none"> ✓ Produce a procurement practice guide for your staff ✓ Organise procurement education and further education seminars in collaboration with the local Chamber of Commerce ✓ Organise seminars and workshop in collaboration with the procurement departments of other cities to exchange and make use of other experiences <p>Raise your staff awareness about changing behaviours and working practices like:</p> <ul style="list-style-type: none"> ✓ Printing less and Double- sided Printing ✓ Use less materials and energy ✓ Train the cleaning staff to use less products 	
GREEN PUBLIC PROCUREMENT	B: Get your staff involved	GREEN PUBLIC PROCUREMENT	B: Get your staff involved
B3: Offer continuous and competent support for pilot users in technical departments for critical procurement procedures		B4: Communicate your experience on green purchasing procedures and cooperate in a network of contracting authorities	
<p>Always keep the attention high on the topic and provide up to date information:</p> <ul style="list-style-type: none"> ✓ Explanation guidelines ✓ Database of criteria ✓ Internal newspaper, newsletters, etc ✓ Posters and regular talks <p>Take advantage of the experience made by the city of Lille and the region of Voralberg:</p> <p>The City of Lille has set up an office to train its purchasers to look for substitute products that limit environmental impact. They are starting with six products: paper, paint, printing ink, cleaning products, street lighting, and wood. They will then try to define a procedure to start introducing other products. http://europa.eu.int/comm/environment/gpp/pdf/press_en.pdf. (Lille and other EU best practises) http://www.mairie-lille.fr (only French)</p> <p>The Austrian State of Voralberg, Austria, consisting of 96 small municipalities, is spread over a relatively sparsely populated area. The administration surveyed the needs, activities, and expectations of purchasers from different municipalities and used these insights to develop green procurement guidelines and an 'eco-guide' that is constantly re-evaluated to stay relevant. www.voarberg.at</p>		<ul style="list-style-type: none"> ✓ Use the chance of participation in regional and national forums about procurement to communicate your experience in the procurement sector ✓ Take active part in institutional workshops and meetings about procurement policy in the regional and national level ✓ Build upon the 'best practices' of other contracting authorities; use networking as a way of obtaining and spreading information. ✓ Use the experience of European networks like CARPE: "Cities as Responsible Purchasers in Europe" http://www.eurocities.org/carpe-net/index.html ✓ Use the green purchasing workbook realised by the European Green Purchasing Network: http://epe.be/workbooks/index.html 	

GREEN PUBLIC PROCUREMENT	C: Develop tools for the assessment of green and fair products	GREEN PUBLIC PROCUREMENT	C: Develop tools for the assessment of green and fair products
C1: Replace products recognised as environmentally harmful with more environmentally sound products		C2: Develop municipal guidelines for a green, fair and sustainable procurement	
<p>You can select materials with a reduced environmental impact or specify the list of banded chemical substances that are detrimental to the environment.</p> <p>A common approach for the green procurement of cleaning products (soaps or detergents) is to give an indicative list of hazardous substances harmful to the environment or for health and that are not allowed to be contained in the products.</p> <p>Choose products that damage the environment as little as possible, both when they are manufactured and when they are used. The whole production process, via consumption, to final disposal must be taken into consideration.</p> <p>Choose products that are biologically degradable or can be reused.</p> <p>Choose products that do not consume energy and natural resources unnecessarily, both when they are manufactured and when they are used.</p> <p>The mayor of London has launched a green procurement "code" where both corporate and public purchasers have signed up to purchasing goods containing recycled materials where possible.</p>		<p>Consider editing practice guides showing your criteria and guidelines in the public green and fair procurement, including different sectors like:</p> <ul style="list-style-type: none"> ✓ Disinfecting and cleaning agents ✓ Office: Printing, Paper, Furniture, Electronic Equipment ✓ Vehicle Fleet ✓ Food and Drink ✓ Building Construction, Paints and Varnishes ✓ Public Works <p>Barcelona (Spain), that edited many environmental practice guides to green purchasing for the local employees, among them one for green procurement in office. www.bcn.es/agenda21/A21_text/guies/GreenOfficeGuide.pdf</p> <p>Voralberg (Austria), that produced eco-guidelines for purchasing, constructions services, office products and materials www.voarlberg.at</p> <p>United Kingdom The Environment Department (Defra) guidelines on green procurement specify that all contractors working on their site must follow the environmental policy of the department. http://www.defra.gov.uk/ http://www.sustainable-development.gov.uk/publications/procurement-action-plan/index.htm</p>	
GREEN PUBLIC PROCUREMENT	C: Develop tools for the assessment of green and fair products	GREEN PUBLIC PROCUREMENT	C: Develop tools for the assessment of green and fair products
C3: Convert your procurement department into a sustainable, ecological and fair one		C4: Become a forerunner by working for more demanding political resolutions and requirements	
<p>As a contracting authority you have the right to insist that the product you are purchasing damage the environment as little as possible, provided the treaty principles of non-discrimination, and the free movement of goods and services are respected</p> <p>Designate a municipal team in charge of setting the basic criteria of your sustainable, green public procurement including procurers, purchasers and environmental engineers.</p> <p>Ecological Procurement Project of the Canton of Zurich. The canton administration developed in 1995 an Environmental Management System with eco controlling (according to ISO 14001). The Eco Procurement is organised with an expert committee with environment, administration, financial and information system specialists from various offices and support groups each responsible for one sector of the public procurement. www.eceee.org/library_links/downloads/procurement/PROST/Country%20studies/SwitzerlandPROST.pdf</p>		<p>Make a political resolution focusing on technical competence for:</p> <ul style="list-style-type: none"> ✓ minimising waste creation ✓ avoiding spillage of polluting products ✓ reducing fuel costs ✓ minimising disruption of natural habits <p>Make sure that your requirements are satisfied:</p> <ul style="list-style-type: none"> ✓ Does the tendering company employ technicians with the required knowledge and experience to deal with the environmental issues of the contract? ✓ Does the tendering company own or have access to the necessary technical equipment/knowledge for environmental protection? ✓ Does the tendering company have the relevant research and technical facilities available to manage the environmental aspects? ✓ Does the tendering company take packaging back? ✓ Do the tendering company take care of dismissing the products when out of use (computers, screen, printers)? <p>EMAS certificates can serve (if relevant) as a possible means of proof for companies to demonstrate their technical capacity to perform environmental management measures (equivalent certificates too).</p>	

GREEN PUBLIC PROCUREMENT	D Apply the green and fair procurement procedure	GREEN PUBLIC PROCUREMENT	D Apply the green and fair procurement procedure
D1: Ask potential bidders to submit green variants for products or services		D2: Define technical specifications including environmental criteria	
<p>You can support environmentally friendly purchasing by allowing a comparison between standard solutions and environmentally friendly options (based on the same standard technical requirements). You can indicate your providers to offer variants.</p> <p>To be able to accept variants in a public procurement procedure, you need to indicate in advance in the tender documents:</p> <ul style="list-style-type: none"> ✓ The possibility to include green variants to the standard offer ✓ The minimum environmental specifications that the variants have to meet (e.g. better environmental performance) ✓ Specific requirements for presenting variants in bids (such as requiring a separate envelope indicating variant or indicating that a variant can only be submitted combined with a neutral bid) 		<p>Define clear and detailed technical specifications allowing to:</p> <ul style="list-style-type: none"> ✓ describe the contract to the market so that companies can decide whether it is of interest to them ✓ determine the level of competition ✓ provide measurable requirements against which tenders can be evaluated ✓ identify a minimum compliance criteria. <p>You can draw technical specifications through environmental technical standards and Eco labels</p> <p>The Environmental technical standards come from European standards, international standards and national technical specifications and include clauses that cover the environmental characteristics of products or services.</p> <p>The Eco- labels have been developed to communicate information on the environmental credentials of a product or a service in a standardised way. You can use eco-labels for drawing up your technical specifications in order to define the characteristics of the products or services you are purchasing.</p> <p>Wien green catalogue of supplies, services and works: criteria for procurement process. http://www.eurocities.org/carpe-net/site/article.php?id_article=41</p>	
GREEN PUBLIC PROCUREMENT	D Apply the green and fair procurement procedure	GREEN PUBLIC PROCUREMENT	D Apply the green and fair procurement procedure
D3: Refine the technical specifications and awarding criteria for your procurement procedure		D4: Let external costs be included in the tender proposals	
<p>The technical specifications, described in the contract, define the required level of performance to be met.</p> <p>As a contracting authority, you can decide that any product/service/work performing better than the minimum set level can be granted extra points, to be distributed at the award stage. Therefore, it should be possible to translate all technical specifications into award criteria.</p> <p>For example:</p> <p>A contracting authority has prescribed in the technical specifications that cleaning equipment must have an electricity consumption less than 15Wh/m2. The contracting authority can then reward better performing equipment by stating in the award criteria that, when evaluating the tenders, extra points will be awarded for equipment consuming less Wh/m2 than the minimum amount.</p>		<p>The purchase price is just one of the cost elements in the whole process of procuring. To assess the whole cost of the contract, you need to look at all the different stages: "life cycle costing". It involves including in the purchasing decision all the cost the will be occurred during the lifetime of the product or service</p> <p>The UK chartered Institute of Purchasing and Supply suggests that the whole life costing should cover:</p> <ul style="list-style-type: none"> ✓ Purchase and all associated cost (delivery, installation, commissioning, etc...) ✓ Operating costs, including energy, spares and maintenance. ✓ End of life costs, such as decommissioning and removal <p>Such a policy aims at saving costs – and the environment at the same time - by using the "life cycle costing" approach. This can be put into practice in a number of ways:</p> <ul style="list-style-type: none"> ✓ Saving on use of water and energy: it is easy to calculate and have a clear economical and environmental effect. ✓ Saving on disposal costs: Costs of disposal are eventually to be paid, although it takes sometimes considerable time until the product is to be disposed. And once the approximate cost of waste disposal has been calculated, it should be possible to translate the environmental criterion of waste reduction into an economic one. 	

GREEN PUBLIC PROCUREMENT	E: Raise public awareness, inform your suppliers	GREEN PUBLIC PROCUREMENT	E: Raise public awareness, inform your suppliers
E1: Communicate your purchasing policy to your present and future suppliers		E2: Participate in actions and campaigns to inform the public about your purchasing policy	
<p>It is important to communicate a green purchasing policy to a wide range of stakeholders, including present and future suppliers, service providers or contractors, so that they can take account of the new requirements. You should inform as well citizens, other public administrators and any other stakeholders to give resonance to your action and be more effective.</p> <p>Use more communication instruments:</p> <ul style="list-style-type: none"> ✓ Posters ✓ Meetings/training ✓ Attached to call for papers ✓ Publications on websites 		<p>How visible will the green policy be to public? Will they realise that we are making an effort to improve our environmental performance?</p> <ul style="list-style-type: none"> ✓ Use international days like for example the World environment day to make campaign about your environment friendly procurement system ✓ Make campaigns in collaboration with the Worldshops just to show your trade fair and sustainable procurement policy ✓ Take the first step. High profile changes like the type of vehicles used by the authority, or a change to organic food in the school canteen, can help build awareness of the policy and link it to other environmental projects. 	
GREEN PUBLIC PROCUREMENT	E: Raise public awareness, inform your suppliers	GREEN PUBLIC PROCUREMENT	E: Raise public awareness, inform your suppliers
E3: Raise public awareness (produce flyers, posters and other materials) to demonstrate your procurement policy		E4: Be a model for other authorities and promote your local experiences	
<p>You need to disseminate information to the public. You may decide to purchase printed flyers, posters, brochures and newspapers ads. However, if you think in terms of possible solutions rather than in terms of actual needs, you may decide on more environmentally friendly solutions, such as dissemination of information by electronic means, using websites or e-mails.</p> <p>Join dissemination campaigns on procurement like:</p> <ul style="list-style-type: none"> ✓ PROCURA + "Sustainable Procurement Campaign": when joining the campaign the political decision-making body sets targets on when to achieve which share of green products for a given product group (e.g. 20% Green electricity by 2008) http://www.iclei-europe.org/index.php?procuraplus <p>Organise more specific sector information campaigns on:</p> <ul style="list-style-type: none"> ✓ Buying organic food for schools canteens, public offices lunchrooms, etc. ✓ Using fair trade coffee, sugar and other products at reception, traditional festivals, official presents from the city, etc. ✓ Selecting green services: like building companies using eco-materials or cleaning companies using less polluting cleaning products, etc. 		<p>Co-operation between purchasing authorities is another way of increasing access to environmental expertise and know-how and of communicating the policy to the outside world</p> <p>Participate in regional and national purchasing forums and explain and promote your procurement policy.</p> <p>Vienna, Austria. "ÖkoKauf Wien" is a co-operation project between various departments and services of the Vienna City Administration. Specialised working groups are in charge of drawing up the individual criteria lists, and consultative committees have been set up on legal matters, organisational affairs and public relations. Altogether some 180 internal and external staff serve on the different project groups and committees. The accomplishments of ÖkoKauf Wien have come to receive international recognition: for example, the EU has commissioned a video on "ÖkoKauf Wien" as a best practice model for all EU members in the field of eco-friendly procurement. The film was shown at the Green Week 2003 in Brussels, and broadcast across Europe. http://www.wien.gv.at/umweltschutz/oekokauf/beschaffung.html (English & German)</p> <p>Other examples in German language: http://www.beschaffung-info.de/web/php/forum.php4?subid=3&lang=d</p>	