COMUNE DI FERRARA

Intelligent Energy Europe

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Public Procurement boosts Energy Efficiency

Public Procurement boosts Energy Efficiency

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TYPE

pro-EE is dealing with the Intelligent Energy Programme and is promoted by the Executive Agency for Competitiveness and Innovation (EACI).

Terms > November 2007 - October 2010
Participants >

- Climate Alliance (Leader of the Project)
- Public Administrations representing six European Countries: Portugal, Spain, Italy, Greece, Austria and Germany
- ICLEI
- Climate Alliance Italy
- Klimabündnis Austria
- Ecoinstitut di Barcellona
- National Institute for Engineering Technology and Innovation (INETI) Portugal
- CRES – Centre for Renewable Energy Sources Greece
- European Partners for Environment (EPE)

Role Municipality of Ferrara > **Mentor City**

PROJECT

The pro-EE project is aimed at implementing a sustainable network of green procurement in the field of energy efficiency within the National markets of the Countries involved and, on a larger scale, at inter-European level.
Main actors are Public Administrations considered among the most important purchasers of products and services, able to push the market towards more sustainable choices in selecting products and services.
The approach used is theoretical-practical: starting from Guide Lines drawn up per category of products, each Country is testing practical actions regarding procurement and new technology that are going to be described on the Manual addressed to any European Public Administration interested in investigating the subject.
Tha project is involving the following categories of products:

- Information and Communication Technology (ICT) products;
- Street lights for procurement and innovation;
- Electric vehicles for innovation.

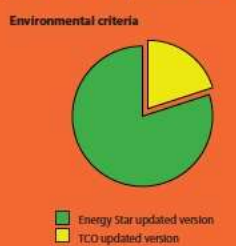
Furthermore the project is analysing objectively the feasibility of green procurement through cross border call for tenders among different European Countries where to find more advantageous purchasing terms.

TARGET MUNICIPALITY OF FERRARA

- two or more sustainable call for tenders in the field of ICT products such as personal computer, LCD screens, laptops etc.;
- focusing on energy efficiency criteria to be evaluated in order to award the tender according to the European criteria followed by pro-EE project (Directives 2004/17/EC and 2004/18/EC) and the ones fixed in the National Action Plan for the Environmental Sustainability of consumptions in the Public Administration;
- evaluate the feasibility of adopting in the future, the same methodology as a Municipal best practice and create joint procurement with other Public Administrations and/or stakeholder.

ACTIONS AND METHODOLOGIES

- Selection of the preferred category of products: ICT products
- Detection of the Administrative Department in charge of purchasing ICT products for the whole Municipality
- Study on the best tool to be used for tendering
- Using the Electronic Market of the Public Administration MEPA, managed by CONSIP as the preferred tool due to its sustainable features
- Testing the Request of Offer in the frame work of pro-EE project
- Drawn up of the Tender Specification that focuses also on energy efficient criteria
- Integration of a Technical Specification that introduces and evaluates environmental further implementing criteria referring to specific eco-labels in their up-dated versions or equivalent.
- Using of the most advantageous economic criteria (article 83 D.Lgs. n°163/2006)
- Making aware and pushing the local market to meet the needs of better energy efficient performances.



EXPECTED OUTCOMES

- introducing energy efficiency criteria in the future call for tenders regarding ICT products according to the needs of the Municipality of Ferrara;
- pushing the regional / national market to offer most efficient products that contributes to reducing emissions in the air (e.g.: ozone and TVOC) and decreasing the amount of hazardous waste;
- reducing the initial costs of purchasing;
- dissemination of final results of the sustainable tender testing addressed to other Public Administrations interested in the project and/or to call for joint tenders.

For more information please contact
agenda21@comune.fe.it Maurizio Abbati, pro-EE Project and Communication Manager

Editorial

The 4th edition of the pro-EE newsletter reports on news and events on green public procurement (GPP) and presents examples of energy efficient purchasing in European municipalities: among others the set up of framework conditions for GPP in Ferrara (Italy), experience and data from the procurement of energy efficient street lighting in Amaroussion (Greece), and a pilot project with BMW's MINI-E in Munich (Germany).

Content

pro EE – Public Procurement boosts Energy Efficiency

pro-EE aims at improving energy efficiency through sustainable public procurement. The project focuses on innovative products with higher economical and technical energy saving potential and develops model procedures and networking approaches which can be implemented by any public authority in Europe.

pro-EE is designed to:

- bring together suppliers and consumers to agree on specific products and develop strategies for their distribution, thereby sharing the risks and benefits of developing new products and fostering the innovation process.
- set up a partnership between market actors in six European countries to devise innovative procedures for public authorities and thus influence suppliers of energy efficient products and services.
- implement these procedures in pilot cities.

One central outcome of pro-EE are experiential recommendations for the integration of sustainable procurement approaches and strategies into the policies of local and regional authorities.

The Municipality of Ferrara Promotes Best Practices

*As Mentor City in the Intelligent Energy Europe project **pro-EE – Public Procurement boosts Energy Efficiency**, Ferrara's main target is to procure information technology products following high efficiency standards. To procure products such as laptops, PCs, or printers the Local Agenda21 cooperates with CONSIP, a public stock company created in 1997 by the Italian Ministry of Economy and Finance (MEF).*

As the adequate place for purchases the Electronic Marketplace for Public Administration (MEPA Mercato Elettronico per la Pubblica Amministrazione) has been chosen - a tool available only for purchases below the European threshold and based on a digital market where selected purchasers offer their products and services to public administration. Purchases can be made both through direct orders, selecting products listed in the platform, or calls for tenders, carried out towards one or more purchasers by a specific public administration.

In this framework, some products are marked with a "green logo" (green leaf) guaranteeing the achievement of green criteria such as energy efficiency - depending on the specific call for tenders and respecting free competition.

In order to select the best efficiency criteria, the Municipality of Ferrara is going to follow the minimum criteria set up on national level by CONSIP for IT products, with special regard to laptops. According to the new Italian National Plan on GPP, these criteria reflect the minimum standard required and, if followed in the contract, turn a procurement "green".

The criteria mentioned before are:

- energy consumption, requiring the latest version of Energy Star (e.g. Energy Star 5.5), Nordic Swan or equivalent;
- noise reduction referring to ISO 7779 and ISO 9296 requirements or equivalent;
- long-lasting batteries according to European Directive 2006/66/EC;
- LCD monitors containing not more than 3 mg of mercury with preference to Ecolabel, Nordic Swan or equivalent.

Additionally, the Municipality of Ferrara in cooperation with CONSIP is going to give special attention to the inclusion of the best cost-benefit ratio, possibly covering the maintenance service as well.

To test energy-efficient purchasing power the Municipality of Ferrara decided to start at local level. In the future the municipality aims at influencing a wider range of Italian municipalities and provinces to join future calls for tenders. While being aware of the economic budget limitations currently affecting most of the Italian public administrations, Ferrara with the support of CONSIP is going to promote and disseminate its choice of energy efficiency in the framework of pro-EE at national level.

Other Best Practices in a Snapshot

Certified Renewable Energy for the Municipality of Ferrara

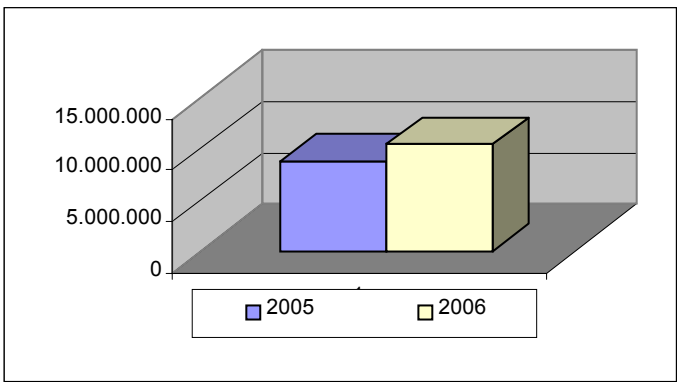
In 2008 the Municipality of Ferrara started to use “clean energy” while taking part in an experimental, administration wide action called “100% Renewable Energy for the City of Ferrara”. According to the action, energy distributed in municipal buildings (290) is certified by the **R**enewable **E**nergy **C**ertificate **S**ystem **(RECS)**, an international certification system involving twenty-five European countries, or equivalent.

The action’s implementation has already led to improved environmental performances through large reductions in CO_2 emissions: In 2008 the municipality with an energy consumption of 10.500.000 KWh was able to cut CO_2 emissions by approximately 7.350 tons.

Due to the experimental action’s success and due to Ferrara’s Energy Manager requiring 100% certified “clean energy” as minimum criteria in contract specifications, the new energy supplier has already committed to supplying certified energy from renewable resources only.

The Municipality of Ferrara is confident that its environmental choice on clean energy is going to promote environmental behaviour among citizens and the territory.

Information about the performances of energy consumption is now monitored also by the Environmental Management System EMAS with a specific quality data/indicator system on direct aspects, divided into environmental matrix. This allows to create a trend per year on the administration’s energy consumption, calculated in KWh as shown below:

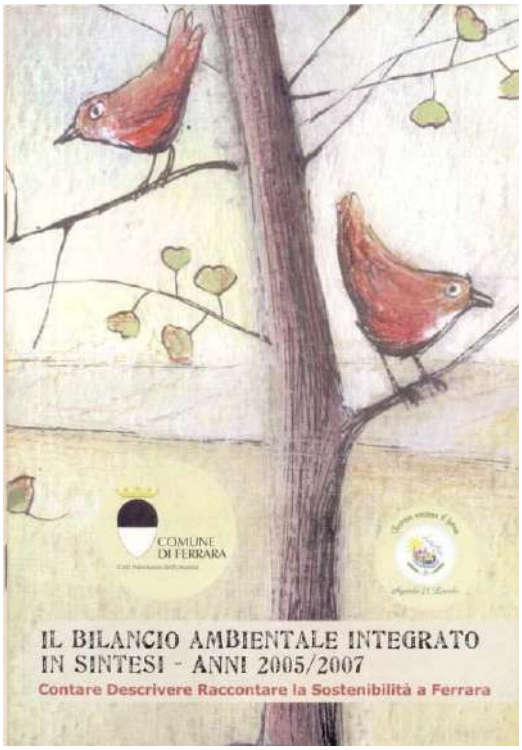


Ferrara’s energy consumption of renewable sources in KWh

The same action was monitored also by the EMAS Legal Register, a systemic and continuously updated document, arranged in environmental aspects. The register aims at monitoring conformity to laws and agreements in the field of environment and reporting the state of actions at the Municipality of Ferrara, including green criteria in contracts.

Simultaneously the action on “clean energy” was disseminated to citizens through a tool called “Environmental Budget Balance in Brief”. The balance in brief selects the official balance’s most significant aspects to be communicated easily and clearly, including energy sources.

This user friendly tool describes the municipal state of actions underlining the municipality’s priority commitments in the middle-long terms and the most important actions carried out to achieve the according results during the period 2005-2007.



Maurizio Abbati, Local Agenda21 and environmental legal expert of EMAS technical bureau of the Municipality of Ferrara

"EXOIKONOMO" Programme in Greece for Municipalities

The Greek Ministry of Development in cooperation with the Central Union of Municipalities and Communities of Greece and the Institute of Public Authorities has developed the "EXOIKONOMO" programme, aiming at supporting public authorities to introduce a sustainable development plan. The programme is co-financed by the EU in the scope of the National Strategic Reference Framework (ESPA). The main goals of the programme are:

- Reduction in energy consumption
- Improvement of living conditions
- Contribution to improving cities' microclimate
- Mitigation of the city warming problem2
- Awareness raising on energy efficiency for both public authorities' personnel and citizens
- Pilot integrated energy efficiency applications and actions
- Contribution to implementing EU-Guideline 2006/32 on energy end-use efficiency and energy services as well as National Energy Efficiency Action Plan (EEAP)
- Contribution to implementing EU-Guideline 2002/91 and Law 3661/08

The "EXOIKONOMO" programme provides a 70% subsidy for energy investments at local level accounting for an overall 100M€ budget (72M€ the foreseen grants). The following table presents the eligible actions of the programme:

	Pillars		**Actions**
1	Interventions in existing municipal buildings	1.1	Selected "mix" of interventions for Energy Efficiency 2009-2012
2	Interventions in common municipal infrastructure at a local level	2.1	Interventions in municipal outdoor lighting infrastructure
		2.2	- Micro-climate improvement - Pedestrian areas (combined with 2.1) - Squares
3	Municipal transportation	3.1	Interventions in municipal fleet vehicles
		3.2	City mobility studies
		3.3	Transportation network
4	Interventions in other technical (city) infrastructures	4.1	Energy efficiency improvement in pumping stations, biological processes for water treatment, etc.
5	Dissemination, networking, publicity and promotional actions	5.1	- Specialized actions for awareness raising and training of municipality staff - Information campaigns/awareness raising of citizens - Eco-driving
6	Technical support of action	6.1	- Preparation studies - Technical consultant - Assessment

The first round of applications was completed at the end of July 2009 and the approved projects are scheduled to begin before the end of 2009. This programme addresses local municipalities (with more than 10.000 inhabitants). Depending on each municipality's number of registered inhabitants, different sets and categories of measures are mandatory for each project proposal to be evaluated and approved. The "EXOIKONOMO" programme fosters the participation of municipalities in joint procurements for energy efficient products as a possibility to achieve cost savings.

It is foreseen that relevant actions including associated products to be bought and installed are going to be implemented in a number of municipalities.

"EXOIKONOMO" programme in Greece for municipalities

The City of Amaroussion

In May 2009, the City of Amaroussion proceeded in a procurement procedure for new street lighting equipment in order to replace 500 old-type luminaires with new-technology. Until the end of 2009, another 2.000 new-technology luminaires are going to be purchased. Given that the new metal halide lamps are more energy efficient than the previously installed high pressure mercury lamps, the new-technology luminaires bear a high potential for energy efficiency. The nominal savings that are achieved solely through the substitution of lamps are presented in the following table:

Type of Lamp	**High Pressure Mercury**	**Metal Halide**
Wattage	250 W	150 W
Screw base	E40	E40
Luminus flux	12.700 lm	17.000 lm
Lifespan	16.000 hours	32.000 hours
Operation time in one year	3.650 hours/year	
Total annual electricity consumed	912,50 kWh	547,50 kWh
Electricity price	0,1 €/kWh	
Annual operating cost	91,25 €	54,75 €
Annual energy savings per lamp	–	365,00 kWh
Annual cost savings per lamp	–	36,50 €
Annual CO_2 emissions reduction per lamp	–	328,50 kg
Annual savings in percentage	–	40,00%
Total energy savings for 2.500 lamps	–	**912,50 MWh/year**
Total cost savings for 2.500 lamps	–	**91.250,00 €/year**
Total CO_2 emissions reduction for 2.500 lamps	–	**821,25 tonnes CO_2/year**

Amaroussion's replacement of old lighting equipment

Moreover, the **large-scale procurement** (2.500 luminaires) contributed to a **market price reduction of up to 46%**.

The aforementioned initiative of the City of Amaroussion will act as a good example for the replacement of old, highly energy consuming equipment in Greece, according to the Greek Energy Strategy for public lighting. The concrete energy and cost savings, as well as the achieved reduction in CO_2 emissions will play a significant role for replicating the initiative in other Greek municipalities. Moreover, the market price reduction achieved through large-scale procurement will even enhance the effort for the establishment of a joint procurement scheme among different municipalities.

Munich

BMW/E.ON-Project Munich

Since July 2009 this pilot project has been implemented in Munich in cooperation with BMW and electric power company E.ON. Currently the vehicle fleet consists of 15 MINI E. The charging-infrastructure required, accessible publicly and by all standard e-vehicles, was installed by E.ON. Energy needed for the e-cars‘ operation primarily comes from hydro power.The pilot project‘s goal is to gain experience concerning demand for charging stations and car usage.

BMW Mini-E
source: © Copyright BMW AG, Munich (Germany)

Government Promotion Programme "Electric Mobility in Model Regions"

The German Government promotes expansion and market preparation of electric mobility. Running from 2009 until 2011, the scheme is funded with a total of 500 billion Euro from the economic stimulus package II. Among others, 8 model projects in the Federal Ministry of Transport, Building and Urban Affairs' promotion focal point "e-mobility in model regions" receive funding with a total of 115 billion Euro. Actors from science, industry, and municipalities involved cooperate closely in order to advance the set up of infrastructure and the entrenchment of electric mobility in public space and contributing to the government's target of 1 billion e-cars driving on Germany's roads by 2020. The scheme aims at an efficient integration of cars, public transport, transport and utility vehicles as well as bicycles with alternative driving. Additionally a user-friendly and secure charging infrastructure shall be implemented. To participate as model region, regionally organised cooperation groupings from industry and science, cities, municipalities, and region could apply.

The following activities are planned:

Initially a production line for commercial electric vehicles for transport and car traffic is established and, simultaneously, a network of electric charging stations set up, the focal point being a practically emission free commercial and private individual transport.

In order to integrate public transport in the concept of sustainable e-mobility, the development of hybrid busses is promoted. Accompanying studies by respective research instutes will achieve the technical optimising of vehicles, net and charging infrastructure as well as the adaption of the overall structure to the requirements of vehicle users.

Munich as one of the model regions promotes development and market introduction of e-vehicles for transport and car traffic as well as the accompanying charging infrastructure. To cover an increased demand in electricity, the infrastructure required for an environmental and climate friendly energy supply is set up, respectively complemented. The expected supplementary demand in electricity will be exclusively covered by renewable energy.

A first SWM charging station for e-cars was started 10th September 2009.

For further information please contact:
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E-Mail: speiser.ines@swm.de

pro EE News & Events

Revised pro EE Guidelines for Sustainable Public Procurement

Product guidelines for electrical street lighting, LED road signs and other electrical equipment, fuel efficiency of cars and vehicle fleets as well as for office equipment can be found the pro-EE website: http://www.pro-ee.eu/fileadmin/pro_ee/inhalte/dokumente/materials_guidelines.pdf

European Findings on Green Public Procurement (GPP)

The study "Collection of statistical information on Green Public Procurement in the EU" conducted by Pricewaterhouse Coopers, Significant and Ecofys, gives an overview of the level of Green Public Procurement (GPP) in 7 Member States in the years 2006 and 2007. The countries investigated in are Austria, Denmark, Finland, Germany, the Netherlands, Sweden, and the United Kingdom. The study includes a methodology for measuring quantitative levels of GPP (number and value of green contracts) as well as CO_2- and financial impact of GPP. The methodology will be used for monitoring GPP performance in all Member States as from 2010.

According to the report, in 2006/2007 an average overall level of 45% 'green' of the total procurement value and 55% 'green' of the total number of contracts was gained in the 7 countries. The study concluded that GPP contributes to an average reduction of CO_2 emissions of 25% in 2006/2007 when purchasing green for the ten product groups subject to the analysis – at the same time implying that public purchasers have the possibility to substantially reduce CO_2 emissions through GPP.

The study shows that for most product groups, GPP results in a reduction of CO_2 emissions; construction, gardening, paper and textiles attaining the highest reduction percentages.

For more details please refer to: http://ec.europa.eu/environment/gpp/pdf/statistical_information.pdf

pro EE bundles Requests for E-Cars

The car aimed at is the REVA NXR Intercity respectively Intercity Deluxe, a three-door, four-seater hatchback. With a charging time of 8 hours its driving range covers around 160 kilometers/100 miles. A 15 minute fast charge (Intercity: optional) offers a driving range of 40 kilometers/25 miles, and in case of emergency with a call or text to the call center a remote boost charge is available. The car reaches a top-speed of 104kph/65mph. Having gained experience with a large e-car fleet, the REVA electric car company will put the REVA NXR on the market presumably as from mid 2010. It will be available for around 28.000 respectively 30.000 Euro. According to the car company the REVA will have the lowest dust-to-dirt carbon footprint of any car in mass production.

Municipalities interested in more information please contact:

Dr. Andreas Kress:
a.kress@climatealliance.org

pro EE presented to Chinese Delegation at Venice International University

In July 2009, the **Local Agenda21 Office** lectured at **Venice International University**. In the framework of the course "Decision Making for Developing Green Cities" the lesson was targeted at "Urban Sustainability and Local Agenda 21: the Case Study of Ferrara". The lesson was addressed to a Chinese delegation of fifteen experts, members of the Environmental Department of the Municipality of Beijin and being involved in a cooperation programme China-Italy.

The speaker (Maurizio Abbati) presented best practices and projects while focusing on the essential link between environmental management systems (e.g. EMAS), environmental accounting systems and communication and information tools, using a participative approach where possible. One of the best practices presented was the participation in pro-EE, purchasing energy efficient IT products including green criteria. For any further information: http://www.etcprogram.org/en/trainings/sustainable-urban-development-and-ecobuilding/green-cities

Ferrara's Award

The Municipality of Ferrara, represented by the Councillor of Environment Rossella Zadro, has recently entered in the managing board of the *Italian Coordination of Local A21.* Basis for the award are Ferrara's commitments, current and future, in the implementation of tools for sustainable development. The award is consequent to an official decision taken in Arenzano (Genoa) during the Xth National Meeting of Italian Local Agenda21, the former association of A21 in Italy.

pro EE cooperates with Intelligent Energy Projects

Buy Smart – Green Procurement for Smart Purchasing
The project's central strategic objective is to increase the share of energy efficient procurement in Europe in order to reach a higher market impact and therefore to support the production and the use of energy efficient goods and services. The project is addressed to both private companies and public authorities. Aside from answering general questions the project offers procurement tools for the product groups building components, green electricity, household appliances, lighting, office equipment and vehicles. Find more information under: http://www.buy-smart.info/home/welcome-page-english

SMART SPP - Innovation through Sustainable Procurement
SMART SPP is a European project promoting the introduction of new, innovative low carbon emission technologies and integrated solutions onto the market. The project encourages early market engagement between public authority procurers and suppliers and developers of new innovative products and services in the pre-procurement phase of public tendering. You will find the latest project news on the SMART SPP website: http://www.smart-spp.eu

Events

3rd International Conference on Green Purchasing will be held from October 20 to 23 in Suwon, Republic of Korea

The conference aims at combating climate change with green growth and expanding the green purchasing network. The conferences goals are

- to confirm the role of green purchasing in building a sustainable socioeconomic system for the world while developing specific implementation strategies with the goal of mitigating climate change,
- to promote mutual partnerships in formulating a 10-year framework on sustainable consumption and production currently being pursued by the UN's Marrakech Process so as to reflect the opinions of officials in the public sector, business groups, consumers and NGOs,
- to form a global network to support green purchasing by sharing the systematic, technical knowledge and experience necessary for implementing and expanding green purchasing and providing opportunities for cooperation.

For detailed information please visit:
http://www.icgpsuwon.org/

Germany: Conference "Green Procurement in the EU" – November 4, IHK Frankfurt

The symposium presents the main results of the survey "Green Public Procurement in the EU".

The following topics will be discussed:

- Sustainability clauses in supplier contracts
- Green procurement und label criteria
- Good practices

For detailed information please visit:

http://www.agrion.org/sessions/agrion-de-Green_Office_und_Green_Procurement.htm

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and the cities of:
Cascais (PT), Ferrara (IT), Frankfurt am Main (DE), Mainz (DE), Maroussi (GR), Munich (DE), Murcia (ES), Torres Vedras (PT), San Sebastian (ES)

Edited by: Heike Unterpertinger

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Public Procurement boosts Energy Efficiency

Supported by INTELLIGENT ENERGY EUROPE

Joint Green Public Procurement

Manual

- A Guide for Public Authorities -

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Contents

Introduction: the European perspective

Communities all over the world are facing the dramatic consequences of climate change, excessive use of natural resources, threats to biodiversity and increasing poverty. Our unsustainable consumption practices are at the heart of all of these problems. Sustainable procurement – spending public money responsibly on products and services that foster sustainable development – must therefore be a priority.

Sustainable procurement means thinking carefully about what you buy: buying only what you really need, purchasing products and services with high environmental performance, and considering the social and economic impacts of your procurement.

Public authorities in Europe spend €1.6 trillion a year on goods and services equivalent to 16% of EU GDP. From constructing energy efficient public buildings to buying low emission vehicles, from buying organic or Fair Trade food to installing water-saving toilets public procurement can have a huge impact in driving the market towards sustainability.

The European Commission and GPP

The European Commission is strongly promoting green public procurement (GPP) within the European Union Member States. A website has been set up which contains a great deal of useful information on the topic, including the Commission's Handbook on GPP - Buying Green - http://ec.europa.eu/environment/gpp/index_en.htm

National Action Plans (NAPs) – the status quo

The European Commission encourages Member States to draw up publicly available National Action Plans (NAPs) for greening their public procurement. These should contain an assessment of the existing situation and ambitious targets for the next three years. The NAPs should also clearly state what measures will be taken to achieve this. They should be drawn up for the first time by the end of 2006 and then revised every three years.

The NAPs will not be legally-binding but will provide political impetus to the process of implementing and raising awareness of greener public procurement. They will also allow Member States to choose the options that best suit their political framework and the level they have reached. At the same time, they will enable an exchange of best practices in facilitating greener public procurement (EC 2010)

The document National GPP policies and guidelines contains a comprehensive overview of the state of affairs in the 27 EU Member States (updated 30th June 2009).

Policy and legislation

DG INFSO PCP website, includes EC Communication and Staff Working Paper on Pre-commercial Procurement: Driving innovation to ensure sustainable high quality public services in Europe and a series of experts' presentations

European Commission Green Public Procurement (GPP) website provides advice for policy-makers and practitioners working on GPP. The European Commission's Buying Green! Handbook on GPP is also available on the website as is the EU GPP Training Toolkit

PRO INNO Europe® is an initiative of Directorate General Enterprise and Industry which aims to become the focal point for innovation policy analysis, learning and development in Europe, with the view to learning from the best and contributing to the development of new and better innovation policies in Europe

Environmental Technologies Action Plan (ETAP) was adopted by the European Commission in 2004. The objective of this ambitious plan is to further environmental technologies to improve the environment and European competitiveness. Eco-innovation and green public procurement are two main areas of action

Projects and initiatives

The Covenant of Mayors is a European initiative by which towns, cities and regions voluntarily commit to reducing their CO2 emissions beyond this 20 % target. This formal commitment is to be achieved through the implementation of Sustainable Energy Action Plans (SEAPs). The current guidebook provides detailed step-by-step recommendations for the entire process of elaborating a local energy and climate strategy, from initial political commitment to implementation. It is divided into 3 parts. Part I relates to the description of the overall SEAP process and covers the strategic issues.Part II gives guidance on how to elaborate the Baseline Emission Inventory and Part III is dedicated to the description of technical measures that can be implemented at local level by the local authority in the different sectors of activity, like public procurement
http://www.eumayors.eu/mm/staging/library/SEAP.pdf

The project Buy Smart, funded by the European program "Intelligent Energy Europe", provides free consultation and information material on green procurement. The central strategic objective of the project is to increase the share of energy efficient procurement in Europe. This will lead to a higher market impact and therefore support the production and the use of energy efficient goods and services.The project is addressed to both private companies and public authorities. Aside from answering general questions we offer procurement tools for the product groups building components, green electricity, household appliances, lighting, office equipment and vehicles.

Sustainable Procurement Campaign, Procura^{+} is an initiative designed to help support public authorities in implementing sustainable procurement – and help promote their achievements. The Campaign offers a wide range of tools (e.g. purchasing criteria), guidance (e.g. methodologies, case studies) and a framework to assist public authorities in making their procurement actions sustainable.

SMART SPP – innovation through sustainable procurement is promoting the introduction of innovative highly energy efficient technologies in the last stages of development into the market. This is done through encouraging early market engagement between public authority procurers and suppliers in the pre-procurement phase, including the issue of tenders. Download latest guidance and tool at http://www.smart-spp.eu/guidance

The DEEP project (funded by the EU's Intelligent Energy Europe Programme), was aimed at promoting opportunities for increasing energy efficiency in the public buildings sector. The website contains a selection of useful resources, such as purchasing guidelines for energy efficient construction, green electricity and IT equipment and a tool for calculating the life-cycle costs of products.
EURO-TOPTEN - Reducing energy consumption: making efficient products the normal and best choice for consumers, retailers and manufacturers.

Introduction: arguments for joint green public procurement

Public procurement in the EU accounts for an average of 16% of GDP. Public bodies can pursue various forms of procurement involving green, social or innovation objectives that have a huge influence on the development of general sustainability. Public bodies have to consider more criteria and they are more limited in their financial frames, in such areas as the business community. Energy related products focussed on in this “pro-EE” project have major impacts in top policy areas and can provide a lot of advantages from the point of view of a free market actor. To start, the following arguments should be mentioned:

Cost efficiency (product and management costs)

The Upper Austrian central public procurement department was founded in 1996 and saved approximately 7 million Euro through product bundling and standardizing. That is a percentage of approximately 20 % from the actual yearly turnover. The turnover of approximately 33 million Euro will be increased to 100 million Euros through new product groups in the future. The main savings could be achieved by the following product groups:

Telecom services (fixed network and mobile)
Post services
Standard IT
Furniture
Energy (heating and electricity)
Cars (personal cars)
Cleaning services (most savings through new common standards)
Machines, Tools and equipment
Facility Services (lift, security, etc.)
Clothes for industrial safety and service clothing

Considering of the total cost of ownership (TCO), it was interesting that some products seemed to be initially too expensive, but after looking at the TCO they were not. So the department initiated an "old household device changing program" and stated that the pay back time of an A++ refrigerator, compared to an A or B device, is approximately 3-5 years. By getting funds for energy efficiency depending on the types chosen, this time will be reduced to one year. As a result, there should be no question of what to do. In 2009 the administration changed devices for approximately 50, 000 Euro. This action will go for three years and shall set an example to other public institutions, civil organisations and citizens. Working as "Change Agents" in the area of public procuring the goal must be to standardise the offer of household devices. For the car-tender it was extremely essential to take into consideration the total cost of ownership.

Example of the city of Maroussi/Greece

In the framework of the pro-EE project an examination of the potential savings for the replacement of lighting equipment was conducted with the City of Maroussi. The city set in motion a procurement procedure that called for new street lighting equipment to replace old-type luminaries that operated with high pressure mercury lamps, with new ones that operate with metal halide lamps. The nominal savings that can be achieved through just one lamp substitution are presented in the following table:

Type of Lamp	High Pressure Mercury	Metal Halide
Wattage (W)	250	150
Screw Base	E40	E40
Luminus flux (lm)	12,700	17,000
Lifespan (h)	16,000	32,000
Price (€/unit)	8.89	22.66
Operation time in one year (h/y)	3,650	3,650
Total Electricity Consumed per year (kWh/y)	912.50	547.50
Electricity price (€/kWh)	0.1	0.1

Yearly energy savings		**40.00%**
in kWh		365.00 kWh
in €		36.50
in CO2 emissions	0.90 kg/kWh produced electricity	328.50 kg

Joint Green Public Procurement Example with participation of Greece

Greek municipalities of Holargos, Amaroussion and Kalithea/Rhodes have been partner participants of the "Local Authorities EMAS and Procurement" Project (LEAP). In the framework of the project, seven Greek municipal companies participated in a joint procurement scheme for recycled paper. The implementation of the joint procurement was carried out through the following stages:

1. setting up of an evaluation committee that consists of representatives from all 7 municipal companies
2. determination of the required technical characteristics (criteria) for the recycled paper
3. approval of the call for tenders
4. completion of identical contracts between each of the municipal companies and the awarded supplier

The cost savings for participating in a joint procurement scheme compensated adequately for the additional cost of integrating green criteria in the procurement; in some cases this yields savings of up to 2.5%.

Example from Spain – Green public procurement from 10-30% cheaper than standard procurement

An evaluation of the offers received by *Ihobe* (The Basque Public Agency for Environmental Management of the Basque Department of the Environment and Regional Planning) in 2008 in response to their tender for supplies and services reveals that the offers that fulfilled the environmental criteria were also the least expensive. *Ihobe* is responsible for instituting the green public procurement programme at all levels of public administration in the Basque country (Spain). The programme consists of a manual with criteria for several product groups, a website with good practices, working groups with the different administrations, discussion forums with Basque companies, training session, etc.

At the beginning of the year 2008, *Ihobe* made the call for tenders for the confirmation of suppliers for office paper, office materials, ITC equipment and the services of copying and offset printing. In the tenders compulsory and essential environmental criteria were

required. After evaluating all the offers, it was determined that the offers that fulfilled all the compulsory and environmental criteria were about 10 to 30% cheaper than the more expensive ones. In some cases, even in offers of conventional products, there were offers that did not fulfil the minimum environmental specifications and were more expensive than offers that were environmentally better.
A common misconception is that it is more expensive to incorporate environmental criteria in public procurement. However, *Ihobe's* procurement demonstrates the opposite.
The positive results obtained by *Ihobe* are due to the clear transmission of a message to the bidders, following a trajectory and methodology initiated in 2005 (same type of tenders and environmental criteria both in 2005 and at the beginning of 2008) and to the dialogue established with the bidders through the GPP forums and other fields of work. Other fields of work include the Ecodesign programme or the Ekoscan (Basque environmental management system) programme.
In 2006 the *Ihobe* obtained successful results when they tendered for environmentally friendly furniture for their new office after having worked with some companies in Ecodesign. The less expensive results of their tender were complied better with their environmental criteria.
Regarding the tenders of 2008, the main environmental specifications for each product group where:

Product group	Compulsory criteria	Valuable criteria
Office paper	100% recycled paper Totally chlorine free (TCF)	Meet the ecological criteria of a Type I ecolabel
Office material made of paper	100% recycled paper	TCF Meet the ecological criteria of a Type I ecolabel
Other Office material	Rechargeable	Made of PE, PP or cellulose % of recycled material Without heavy metals Water based In recycled or returnable packaging
ITC equipment	Minimum guaranty of 3 years Spare parts at least 3 years	More guaranty and spare parts Staff training Active search of green alternatives Knowledge and information of the environmental characteristics of equip. (energy, noise, emissions…)
Copying and digital printing	100% recycled paper Totally chlorine free (TCF)	Meet the ecological criteria of a Type I ecolabel Remanufactured toners Toners no classified with certain R-phrase Meet the Energy Star Low noise, ozone, styrene, dust and VOC emissions
Offset Printing	80% recycled paper TCF Inks without heavy metals Computer-to-plate printing	Meet the ecological criteria of a Type I ecolabel Water based inks Vegetal based inks No classification with certain R-phrase of several products Waterless offset printing Recycled packaging

In general terms, the greener offers complied with most of the criteria, but in some cases it lacked important information such as information regarding the transport of vehicles for the delivery of the products (emissions, EURO standard, etc.).
In terms of which green criteria, most of suppliers complied with: paper products that were certified with a type I ecolabel, ITC equipment that complied with the Energy Star standard, photocopy machines that complied with the sound and substances emissions set in the Blue Angel ecolabel, toners that did not contain substances classified as hazardous, reusable or recycled transport packaging were used, printing companies didn't use chlorinated cleaning substances, low VOC inks were used and the amount of produced waste paper was controlled.

Benefit on experience of partners

Upper Austria initiated an informational platform for public procurers on regional basis that is scheduled to meet twice a year. From the beginning to the end of 2008, all 9 Austrian regions were very interested in being a member of this platform. The Austrian hospitals were also interested in joining this platform and will be invited to the 4th meeting in March 2010. This platform will be a turning point for the Austrian action plan for sustainable public procurement. Once a year they meet with ministerial procurers, chambers of agriculture and commerce as well as with the national public procuring office (BBG GesmbH). Each player is very enthusiastic about the results of changing information. Common tender results are occasionally shared when the partners get together, but often just one experience from a partner is considered sufficient.

Innovation (technical, financial)

The Governments of the European member states should speed up the introduction of new products (like LEDs for street light) by various tools. A strong example is the co-ordination of pilots. In The Netherlands 350 pilots are organized. In 2008-2009 35 pilots of 28 communities were co-ordinated with a common type evaluation (e.g. perception measurement, same methods of evaluation previous and new situation etc). These co-ordination provides a lot of information and has an important impact on awareness.

Furthermore another rather surprising example of joined procurement is the initiative of a group of Companies and organisations for a common tender for electric cars. It includes companies (like ING, Philips, Post), Ministries, and communities (Rotterdam). The tender is open for every partner that wants to participate for at least ten electric cars. The common tender is now writing its criteria. They will give criteria or three different cars. The tender already covers 3000 electric cars. By co-operation between such a group of companies you can really create an impact and a demand.

pre commercial procurement activities in Upper Austria

Public authorities are in a special situation because they are forced to think on an economic level like private institutions, but they must also boost innovative technologies that will benefit the public welfare. Therefore, it makes sense to create processes and platforms to co-operate with developers and traders of new technologies. The idea is to give support from an independent official authority which is a quality signal in the market. There are the following phases which will lead to a market penetration of technologies:

phases	Responsibility technology developer and trade companies	Responsibility politician level	Co-operation form
Technology development phase	Technology development	Support in investigation	Technology clusters; research tenders, technology programs

Technology demonstration phase	Technology preparation; definition of investigation program	Design of pilot projects, grants, partner finding; information activities	Platforms for private public partnerships
Market entrance	Enhanced technology preparation; information activities	Financial support schemes; information activities	Platforms for private public partnerships
Market penetration	Enhanced technology preparation; information activities	Procurement by tenders	Platforms for private public partnerships

Examples of technology support in Upper Austria

The region of Upper Austria has 1.4 million inhabitants and a surface of 11,980 square kilometers. In the fields of renewable energy sources and energy efficiency, Upper Austria plays a leading role with approximately 30 % of its primary energy consumption is produced from renewable energy sources. The basis for this success is a comprehensive regional energy action plan, determining clear goals as well as numerous implementation measures. By 2030, space heating and electricity shall be produced to 100 % from renewable energy sources.

Upper Austrian Cluster for sustainable Energy

The “Oekoenergie-Cluster“(www.oec.at) is a network of businesses from the areas of renewable energy sources and energy efficiency. It is the goal of the Oekoenergie-Cluster to foster innovation and competitiveness of green energy businesses and thereby to contribute to a positive market trend in the field of sustainable energy production and use. Due to its active energy technology sector, the high market penetration of renewable energy sources and innovative efficiency technologies as well as the large number of enterprises involved in this field, Upper Austria provides excellent conditions for this network. The OEC is managed by the O.Ö. Energiesparverband, the energy agency of Upper Austria, and is financially supported by the Regional Government/Department of Economics of Upper Austria. So far, more than 150 companies and organisations and 40 companies from South Bohemia have joined the OEC partnership. Activities include: developing and updating of information tools; organising training courses, business events and workshops on sector specific topics; launching, developing and supporting co-operation projects between OEC partners and with technology transfer facilities (such as universities or research institutes); cooperating with other networks and “clusters”; launching, developing and supporting research projects of OEC partners, for example supported by the “Energie-Technologie-Programm ETP” (the Upper Austrian Energy Technology R & D Programme); representing the OEC internationally; supporting export activities of the cluster partners in co-operation with the Chamber of Commerce; networking with energy agencies and institutions from other countries; compiling information material on green energy topics, promoting the OEC in Austria and abroad; and implementing PR, market research and market development projects

Upper Austrian platform for technology demonstration and procurement

Under the framework of the "Pro-EE" project, two departments of the Upper Austrian regional government founded a partnership that strengthened the effect of their activities: The Upper Austrian Academy for Environment and Nature is able to cooperate flexibly with external partners in developing and launching pilot projects. Flexibility is necessary

to the instruments, especially in the disposition of finance sources or information activities. The Upper Austrian Department for Building Management and Procurement is a central service unit for more than 200 departments and has regular contacts with many companies and procuring organisations. Both departments cooperate in commercial and pre-commercial procurement.

Pre-commercial procurement

New technologies can be tested under the “Pro-EE” label in Upper Austria in cooperation with product developers and traders by launching pilot projects. Until recently, new technologies were developed without strategic plan and contacts were made more or less by accident. Experience has shown that for new technologies there are single actors and networks working in parallel with each other. To bridge the contact, several activities were used. Firstly, regular conferences were organised that focused on energy issues. For example, in September 2009 as a part of a three day conference on energy technologies, three parallel workshops provided the opportunity to formulate necessary framework conditions for future technology penetration. The results were presented in a plenary session to policy makers. The conference was successful in facilitating contacts between representatives of companies and authorities, using short screen presentations and in depth discussions during the excursions. During the conference, a pilot project for promoting solar-LED-street-lamps and electric vehicles was launched.
Secondly, the main goal is the establishment of regular platform meetings of the responsible procures in the region, the municipalities and the technological developers and traders. In Upper Austria, 444 municipalities have worked independently in procurement activities until recently. Cost intensive products, such as tractors, and buildings framework conditions were established to avoid large financial support from the region. As a result of the pro-EE project, annual platform member meetings will be organised starting in September 2009. The challenge is to change old habits of buying products that do not fulfil environmental criteria.
From an economic perspective, cooperation has been ensured since September 2009 by a special program of the Upper Austrian Academy for Environment and Nature which facilitated the first contact phase. The goal is to create a comprehensive view of the CO2-reduction potential and the cost situation of climate friendly technologies in Upper Austria through 2020 and 2030. The Energy Institute of the University of Linz was instructed to calculate the different technologies which marked the first step towards meeting the main measures of the energy concept. The program will enable process oriented cooperation with technology representatives. In practise, new technologies can be included by new or updated calculations. Anticipated barriers to be overcome will have to be discussed and concrete actions should be defined. One of the results of this discussion could be a technology pilot project.

Activities – first pilot projects

Test and demonstration stand for solar-LED-street lightning systems

Recently several companies have developed new products for LED based off-grid lightning systems. The products are in a stage of development that involves testing and demonstrations prior commercial procurement. Therefore, a network was established by the regional authority in Upper Austria that involves developers, research institutes and electricity companies. Five product developers were interested in cooperating. The energy company "Wels Strom" provided space in their "light product-street" without charge. The institute ASIC (Austrian Solar Innovation Centre) and the technical University of Wels are

responsible for the research program. Representatives of municipalities have the possibility to get individual advice services. Excursions have been planned by the Upper Austrian Academy for Environment and Nature. The first is a kick-off event during the Upper Austrian conference on energy technologies in September 2009.

Test and demonstration projects for communal e-mini-trucks

Mini-trucks are very suitable for municipal services like transportation of food for elderly people, gardening of green areas and waste management. The mini-trucks can travel the short distances and are efficient despite the frequent starts and stops. Two companies in Upper Austria offer products which are worth for testing and demonstration. The project is now embedded in a lager project and is ready for a national call for regional e-mobility.

Innovations on financing instruments – "virtual CO_2-certificates" as example in Upper Austria

Up until recently, only a few sectors CO_2 was included as external cost in human activities. The European Emission Trade Scheme provides a good example. In this project the Upper Austrian Academy for Environment and Nature internalise CO_2-prices and use them as extra funding for climate measures. In a cooperation with contracting companies, measures are co-financed so that they produce positive payback conditions and thereby boost the measures. The saved CO2-emissions are calculated by the contractor and verified by an external advice company. The saved emissions are emission certificates and used to compensate for other emissions that result from seminar activities of the Upper Austrian Academy for Environment and Nature. Retrofitting street lightning in a small municipality was initially supported.

"Exoikonomo" Program in Greece

The Greek Ministry of Development in cooperation with the Central Union of Municipalities and Communities of Greece and the Institute of Public Authorities has recently developed the "Exoikonomo" Program, which aims at helping public authorities introduce a sustainable development plan. The program is co-financed by the EU in the framework of the National Strategic Reference Framework (ESPA). This programme has a 70% subsidy for energy investments at the local level in three different pillars (municipal buildings, transportation and mobility plans, outdoor lighting and infrastructure). The programme has an overall budget of 100 million Euros (72 million Euros of the foreseen grants). The first round of applications will be open until the end of July 2009 and the approved projects are scheduled to begin before the end of 2009. As previously stated, this programme is aimed towards local municipalities with populations of more than 10,000 inhabitants. Different sets and categories of measures are mandatory for each project proposal and will be evaluated and approved based on the magnitude of the municipality in levels of registered inhabitants. This programme fosters municipal participation in joint procurements for Energy Efficient products, as each could achieve cost savings (it is foreseen that similar works, associated products to be bought and installed, are going to occur in groups of municipalities).

Good practise examples from cities in Portugal

In June 2009 Torres Vedras Municipality installed a pilot LED street lightning system. The equipment meets the criteria for the purchasing process by taking into account the yield, lifetime, colour temperature and monitors the energy consumption and

management. Another important environmental criterion was that the equipment should not have any toxic substances. Very recently, Cascais municipality also installed a pilot LED system in the Pedra do Sal Centre. They plan to procure more LED lighting systems and the technical and environmental criteria will be discussed with the potential suppliers.

Examples financial innovations: energy service contracting for sport facilities in San Sebastian, Spain

As part of the Agenda21 Action Plan of the City of San Sebastian, which was approved in 2004, the City Council is implementing Energy Efficiency and the Rational Use of Energy in public purchasing. One of the first actions was the contracting of an energy service company (ESCO) for the maintenance of thermal installations in the buildings, facilities and equipment of the Municipal Sports Institute (Patronato Municipal de Deportes) in 2005. The objective of this type of contract is to encourage improvements in energy efficiency through the pre-financing of all necessary measures by the Energy Service Company. The achieved savings guarantee the return of investment to the company. After the contract period of 10 years, energy and financial savings revert back to the City Council.
The mandatory improvement works stated in the contract are directed towards all facilities, installation of heat recovery, pipe insulation upgrade, replacement of boilers, installation of energy meters and installation of a cogeneration module and thermal solar energy.
Factors vital to the success of this Energy Service Contract are: technical reports regarding the improvement potential and maintenance of the installations in facilities embedded in Environmental Management Schemes (ISO 14.001); and the installation of thermal sensors to control the level of comfort for the users of the buildings.

In 2009, a new Energy Service Contract for the Supply of Electricity and Maintenance was initiated (2009-2014). The contract includes a mandatory investment of 246, 000 Euros for a lighting system improvement in all facilities during the first year of the contract.

The first Energy Service Contracting in Public Buildings in the Basque Country was implemented by the City of Vitoria in 1999. In 2008, 320 municipal buildings were added to the Energy Service Contracting; as a result, CO_2 emissions were reduced by 2000 tons.

The tender documents can be downloaded at: www.donostia.org
http://www.vitoria-gasteiz.org
In December 2009, the Council of Ministers approved Energy Service Contracts in 330 buildings in the General Administration of the Spanish State in order to reduce their energy consumption by 20% by 2016.
A model tender document for Energy Service Contracting in Public Buildings was developed by IDAE (Institute for Diversification and Saving of Energy, Spanish Ministry of Industry, Tourism and Trade):
http://www.idae.es/index.php/mod.pags/mem.detalle/idpag.51/relcategoria.2595/relmenu.143/lang.uk

Joint green public procurement in practise

Models of joint public procurement

There are different approaches to use a common public procurement scheme in the European countries. At a first glance the perfect model seems to be a procedure in which the partners are tendering as equal legal partners (full joint green public procurement (FJGPP)). In practise, it can mean that all tendering steps are organised together or there is a common organisation in charge. The number of units of products and services are fixed by adding the demand of the partners involved. Due to the different legal framework conditions of each partner, this model cannot be applied in different countries. Other obstacles have to be taken into consideration, such as partnership conditions, different timeframes of product demand, complicated procedures and organisational matters, etc. FJGPP will be the solution in a only a few, selected cases. A simpler model is based on different roles of the partners: One partner organises the tender individually but all of the conditions can be applied to the other partners (piggy backing joint green public procurement (PBJGPP)). Often the companies delivering goods and services agree to such a deal without knowing its exact effect on the other partners. The model can be simply applied if all partners are making their purchases under simplified modalities in their national procurement acts. For Austria this means that regional procurement can tender products and services simplified up to 100,000 Euro typically by dealing with a handful of potential delivering companies. All 444 municipalities can use the fixed conditions individually up to 100, 000 Euro. In addition, it should be mentioned that in a future simplification there could be a model based only on an information exchange of tender conditions by using platforms. In that case, partners share common knowledge but all partners make contacts with companies individually.

Practise example in Spain: Joint Procurement Scheme of the autonomous Government of Catalonia

In 2005, the autonomous Government of Catalonia approved a Government Agreement in order to boost the greening of tenders and to establish a monitoring Commission, with members from both the regional Department of Environmental and the Department of Finance. The Commission had two main assignments: the incorporation of environmental criteria in framework agreements for all centralized joint purchasing (like IT equipment, vehicles, cleaning services or furniture) and the development of guidelines with joint environmental criteria for decentralised purchasing (i.e. maintenance of buildings, textiles, and publications). At the end of 2009, for 6 of the 10 product groups of the EU GPP Toolkit, the framework agreements already included environmental criteria.
Public administrations (city councils, etc) and other public organisms (public universities, etc) were then allowed to participate in the centralized and joint procurement scheme managed by the Central Commission on Supplies (Comissió Central de Subministraments, CCS) of the Department of Finance of the Autonomous Government of Catalonia is very easy:
During the first stage, a public entity and CCS must sign an agreement that regulates inter-administrative collaboration. During the second phase, a public entity directly contracts suppliers and services included in the scheme, thus avoiding the involved legal procedure as described by public procurement regulations (call for tender, bidders' selection, etc). The entity adheres to the contract amount and addresses only the suppliers identified in the framework agreement. The framework agreement, which has followed all legal and transparency requirements, facilitates future contracts. Therefore, the public entity is not

required to do the call for tenders (bidders have already been identified) or specify the type of product (model, label, etc.).
Once the agreement has been signed, it operatives only with the identified groups of products and services. The option to purchase via internet is explicitly mentioned in the contract's model.
At the beginning of 2010, nearly 300 public entities participated in the joint purchasing system of the autonomous Government of Catalonia.
Source:

http://mediambient.gencat.cat/cat/compra_verda/inici.jsp

http://www.gencat.cat/economia/ambits/contractacio/ccs/organismes/index.html

Joint Criteria for Green Public Procurement

Public procurement, which often focuses only on price competition during acquisition of, for example, office equipment or cars for public fleets, is still an underestimated instrument in innovation and environment policy. There is still a lack in the overall strategy to include side effects like the fostering of regional economy or image enhancement. At the same time, in view of the global economic crisis, extra investments envisioned for the public sector can create new jobs. Thus the various processes to boost sustainability in public procurement can now successfully contribute to solve several problems.

The project Pro-EE running under the EU's Intelligent Energy Program focuses on one of the program's main working fields: the improvement of energy efficiency in public procurement in six European regions. The work plan includes the elaboration of "joint green criteria". The joint criteria functions as a common denominator, ambitious but still practicable for each country, while each country is free to apply even more ambitious criteria. The common criteria shall not only consist of a selection of indicators, but also of a selection of concrete figures for energy efficiency.

Concerning the establishment of joint green criteria there are various models to choose from: installing ambitious criteria right from the start, setting up ambition levels (Basque country) or including minimum criteria and giving bonus points for better products (Upper Austria). Each country will choose its approach in order to provide products with highest energy efficiency.

Research results for energy relevant products – challenges to be met

The development of proposals for green public procurement (GPP) criteria takes place on a local level (like in the city of Vienna) as well as on national or EU level. Many of these proposals are comparable to the thresholds set for energy consumption or CO_2 emissions (Energy Star criteria). Differences exist in other environmental criteria such as noise reduction, content of harmful substances or the ease to repair. The criteria depend on the product group.

Since there are two different models that address cost savings from lesser energy consumption, the assignment of energy criteria is more complicated than for environmental criteria. Commonly lower energy consumption is assigned to the environment criteria. Another approach involves incorporating the cost-benefits from low energy consumption

into the price criteria. In this case, prices are calculated by the total cost of ownership model (TCO model). Additionally, the EU will allow one step more in the future, the inclusion of external costs to avoid CO_2 emissions (vehicles).

When choosing the criteria the GPP proposal's official status needs to be kept in mind. The criteria listed on the EU's GPP homepage will be fully supported in the future; however, as of now it is only voluntary but is expected to be obligatory later. It is reasonable to use the EU criteria listed under the "Green Public Procurement (GPP) Training Toolkit" program as a guideline. Taking into account the goal of enhanced environmental criteria, the EU's "comprehensive" model is preferable to the "score" model. The website presents ten criteria sheets online (including IT and vehicles), but more are schedule to be released.

Proposal for joint GPP criteria

Green Public Procurement faces various problems. In a TCO model additional costs for GPP can occur. Energy criteria often have a good pay back effect; however other environmental criteria like eco-friendly material or noise reduction may raise the overall cost.

Purchasers often face the practical problem of a lack of extra funds for environmental criteria. If products are more expensive due to their eco-friendly design, then the purchasers buy fewer products. This results in environmental departments which desire GPP but find themselves limited due to financial resources.

Even if higher energy efficiency is not automatically linked to higher prices and there is payback from energy saving products, determining budgets for investments and energy costs can still be an obstacle in GPP. Introducing a maximum limit of additional costs could be a possible solution to this problem.

The following proposal is flexibly designed to fulfil the public sectors' various needs and premises for GPP. The proposal meets the following minimum requirements:

- Partners will include a TCO approach - at least including energy consumption either in cost criteria or in environmental criteria.
- Basis for the Pro-EE product group is the EU's "Comprehensive GPP criteria model". For further standard product groups, ICLEI as an advisory body in the project will, if necessary, elaborate additional proposals linked to activities in the EU scheme.
- Partners may exclude criteria if the extra costs based on a TCO model are higher than 10 percent compared to non green products. All criteria under 10 percent of the extra costs must be fulfilled. The core GPP criteria are obligatory.
- The green criteria have a significant influence (more than 20 percent), both in the technical specifications and, if possible, in the award criteria.

Pro-EE partners analysed the following contract awarding procedures being generally used in various countries or regions:

Green criteria in technical specifications

Green Public Procurement faces various challenges. Additional costs for GPP can arise in a TCO model. Energy criteria can often have a good payback effect; however other environmental criteria, such as the use of eco-friendly materials or noise reduction, may have the reverse effect and increase costs.

Country	Award criteria
EU	The EU-level works with percentages for weighting criteria
Region of Upper Austria	The region works with percentages for weighting criteria
Mainz (Germany)	Adapted percentage-model: criteria/price
Cities in Greece	100 percent price (However it is envisaged that the price should account between 50 and 65 percent of the total points given for awarding the contract.)
Cascais, Torres Vedras (Portu-gal)	Percentage-model (green criteria are seldom used)
Ferrara (Italy)	Percentage-model

Further info:
http://ec.europa.eu/environment/gpp

Green criteria in the EU and partner countries

Example of the region of Upper Austria

The Eco-Manual "Ökoleitfaden" (arranged by an environment program in 2008, resulting in an environmental policy) can be used for sustainable procurement and is based on the “core” criteria (and partially on “comprehensive” criteria). This applies to the 26 product groups that the Central Procurement of Upper Austria is responsible for. For some of these groups it is difficult to fix the sustainable criteria (e.g. insurance companies). Within this product group and in all other groups more attention will be given to the social aspects of procurement (e.g. throughout regulatory statutes for order transactions). Generally there was a large focus on energy efficiency, impact on the users and the environment, the life cycle costs and on the disposal of waste within all the product groups. For example, the ecological award criteria of an IT tender covering PCs and Notebooks were weighted with 20 % and 25 %, respectively. The minimum criteria was to have a supplier with a certificated environment management system such as ISO 14001 or EMAS.
This Eco-Manual is an obligatory declaration between the head of the department and the procurement team. In addition, the manual is a commitment from Upper Austria to sustainable ecological procurement and it shall set a positive example to other public procurements, private companies and people. A coordination between this Eco-Manual and with the federal public procurement office within the National Action Plan for sustainable Procurement has been scheduled. Upper Austria developed a monitoring paper which works on a traffic light basis.

Example – the National Action Plan of Portugal for sustainable green public procurement

In July 2006 a working group on GPP was established by the government with the goal of developing a National Action Plan. The plan states that 50% of public procurement will include environmental criteria by 2010. The plan was approved by the government in 2007 (Resolução do Conselho de Ministros nº 65/2007). After the publication of the National Action Plan, the working group created a set of environmental criteria for several product and service groups. Priority sectors defined in the plan are public works, including lightning and equipments; transportation, including services; energy; office equipment; office consumables; cleaning products; management and maintenance of public equipments and infrastructure services.
Following the National Action Plan, training of public procurers on GPP was scheduled for

May 2008. This plan is mainly for central public administration, as local administration will be involved at a later stage. After the publication of the National Action Plan, the National Agency for Public Procurement was created. The agency had the assignment of negotiating framework agreements for all central public administration in a wide range of product categories. At the same time, these procurement activities were implemented though by an electronic platform, which was obligatory for all public organizations. As the number of product categories increase, the purchases of central administration will be have to be made through the platform. The National Agency is progressively integrating environmental criteria into framework agreements, but afterwards is still possible for the procuring organization to negotiate further environmental criteria.

Spain: NAP on GPP and Action Plan on Energy Efficiency in Buildings of the General State Administration

In Spain, a National Action Plan on GPP was adopted in January 2008 by the Council of Ministers. In accordance with the EU GPP Toolkit, eight product groups were identified as priority product groups, including construction and maintenance, energy, transport, office equipment, paper and publications, furniture, cleaning products and services, and events. For each of this product groups specific goals were fixed both at a quantitative level (general reduction of consumption) and at a qualitative level (environmental and energy efficiency criteria based on the EU GPP Toolkit). The levels of green purchases are fixed between 25% and 100%, depending on each product group. Codes for good practices were developed. An inter-ministerial commission is responsible for the implementation of these codes.
Training is performed by the Ministry of Environment with the support from experts from private institutes such as Ecoinstitut Barcelona. They are also responsible for contracting entities at central, regional and local level.
In the field of energy efficiency, the Spanish NAP on GPP assumes the goals of the Action Plan on Energy Efficiency in Buildings of the General State Administration, which is implemented by the IDAE (Institute for Diversification and Saving of Energy, Spanish Ministry of Industry, Tourism and Trade). The goal of the plan is to reduce energy consumption by 9% by 2012 and by 20% by2016.
The centralised purchasing system of goods and services in the Spanish Ministry of Treasury has included the environmental criteria of the NAP on GPP into new framework agreements since 2008. This inclusion results in an increase of offers of products that fulfil energy efficiency criteria. The centralised purchasing system is also open the other public authorities besides the General State Administration, as a result, the purchasing of energy efficient products as IT equipment or vehicles has since become easier.

Joint Green Public Procurement in different European countries

Joint green public procurement – Upper Austria

National framework conditions

Legal basis for Austrian procurement is a law entitled, "Bundesvergabegesetz 2006 – BVergG 2006". In 2009, the threshold for comprehensive tendering procurement was raised from 40,000 to 100,000 Euro. In the pro-EE project all product offers were organized under these thresholds. In practice, the threshold is valid for every actor and not summarized. In that case the procurer is able to work with a number of sellers individually.

Upper Austria is a member of the leading group of the National Action Plan for Sustainable Public Procurement. This plan would implement sustainable buying in all Austrian public procurement institutions. The criteria for 16 product groups, including the 10 groups mentioned on the GPP homepage of EU, are fixed in a paper and shall be finalised in a government bill this year. The core criteria are minimum voluntary criteria and the comprehensive criteria shall be for more advanced organisations. The problem public procurers have is they need to buy sustainable goods and there is no specific information with reliable criteria. To solve this problem, all of the information will be put together with the new European criteria onto one homepage (www.nachhaltigebeschaffung.at). The homepage will be promoted as the "sustainable one and only".
If someone would like to buy green products then first step shall require them to look at this homepage. The homepage shall be used as a platform where everybody can present and share their individual projects and results.
The best projects shall be presented then as an exemplary example (e.g. pricing model for printed or copied sites instead of buying printers or copying devices; energy contracting in national buildings, etc) and they will be given an annual awarded from an expert jury.
Often high initial costs are a barrier for purchasing goods. This, and other budget problems, shall be discussed by a financial expert team to find appropriate solutions. One suggestion is to make a special budget for sustainable buying (for example 10 % of total budget), but only if the TCO indicates that the investment will pay itself back within a specified amount time (e.g. 3-5 years depending on the lifetime of the product).
General problems are to be discussed on a product by product basis in workshops with experts in these groups. Then it will need to be discussed in a leading group that consists of different ministries, the chamber of commerce, the chamber of agriculture, the chamber of work, the representative of the public procurers of the 9 counties of Austria, the representative of the national buying department and the Austrian association of towns and communities. The results will be monitored by the Ministry of Environment according to the monitoring system set by the European community.

Actors

A central institution that primarily supports national procurement is entitled "BBG – Bundesbeschaffungsgesellschaft" and was established in 2001 by the Ministry of Finance. Its goal is to establish a central procurement platform for procurement done by national authorities. The BBG is also open to regional and municipal authorities. More than 30 product groups are offered and they cover a wide range of goods and services. Most of the items can be purchased electronically via the e-shop. At national level, the Ministry for Environment is in charge of coordinating a National Action Plan on Green Public Procurement to fulfill the EU-requirements.

Procurement for the regional administration is done by a newly established department of the regional administration as a part of the Department for Building Management and Procurement. The office was established in Summer 2006 to ensure efficient procurement, and collaboration with the national procurement institution, BBG. There are five different established purchasing groups that cover everything from IT, office materials (i.e. paper), office and other electric appliances to fuels and maintenance. The procurement office purchased goods worth in total about 28.35 million Euros in 2007. Within the pro-EE project a process was started to include green criteria in purchasing procedures ("Ökoleitfaden"). The Upper Austrian Association of Municipalities supports the activities especially by those taken by advertisers.

Municipalities are acting as purchasers but are controlled by the regional Department for Municipal Affairs concerning financing aspects. This department facilitates access to the e-shop from the national procurement institute. Previous experience has shown that municipalities are more likely to buy local products in an effort to support smaller companies. Green criteria are very seldom established as a standard.

Information about green products is available on the internet can be found under www.topprodukte.at. Some Austrian energy and environmental agencies provide advice services and brochures.

The new partnership under the pro-EE project will boost green products in municipalities and in regional authorities

Products available under normal market conditions have been organised by the Department for Building Management and Procurement. Financial conditions are applied to both the regional authority and the municipalities. As a rule, the procurement activities are limited to 100, 000 Euros per activity in order to avoid complicated process rules of the Austrian Public Procurement Act ("Bundesvergabegesetz"). If green products yield extra costs or if the TCO balance is not sufficient, grants will be provided for municipalities. Approximately half of all municipalities have joined the “Climate Alliance” and therefore have the opportunity for a “10,000 Euro Special Grant Support Scheme” provided by the Region of Upper Austria. In theory, all ‘climate’ related activities that have not been foreseen in the standard acts are supported in this scheme. The pro-EE project goes one step further by playing an active role in organising active purchasing services for municipalities, and therefore facilitating climate policy at municipal level. Extra funding can be raised by the regional government for special activities for all 444 municipalities. In 2007 higher mineral oil taxation was established to provide additional funds for climate measures in these regions. In Upper Austria this resulted in an extra budget of approximately 9.5 million Euros annually. The policy and measures linked to this budget are designated every year through a special process that provides opportunities to purchase green products in municipalities.

Concrete actions under the regional platform

During 2009 the first services for green products were organised and product data sheets were published for bicycle stands, LED-Christmas lightning and an exchange program for electric appliances (http://www.klimarettung.at/de/108/). In some cases, member municipalities of Climate Alliance get financial support in the form of the exchange program for bicycle stands, LED-Christmas lightning systems.

Upper Austrian experience and recommendations

- regional procure institutes get often better financial conditions than the bigger national institute, there is no rule for a better price through bulk purchases
- cooperation between the national and regional procure institutes makes sense depending on products and product number
- for small municipalities local economy is a main issue, so centralized purchasing institutes have to organize decentralized solutions too (e.g. network of traders)
- communal purchasers often do not get all of the information sent to the municipality
- local climate or energy oriented workgroups and regional managing institutes are a good basis to boost green public procurement in municipalities

In addition, green procurement provides support on the European level through communication, "Public Procurement for a Better Environment" (COM (2008) 400/2).

Joint green public procurement – Germany

National framework conditions

In Germany, in theory the legal framework conditions for cooperation between municipalities are clear. According to the country's federal structure, the authority to control cooperation between municipalities lies with the individual federal states. The latter have passed the according laws on joint projects and cooperation entitling municipalities to fulfil duties they are responsible for jointly. Duties can either be undertaken in an institutionalised form by a joint utilities body, or the necessary authority transferred to a participating municipality who will perform the duty for the other(s) in the future according to an agreement based on public and private law. So duties are transferred with an agreement based on public and private law or on a statutory basis.

In principle, coordinated procurement of contracting authorities that are in themselves independent constitutes a balancing act between the savings measures introduced by public bodies and preserving the market for the benefit of smaller companies. In saying this, municipal procurement co-operations and cooperating joint ventures are subject to cartel law.

When a municipality submits an invitation to tender jointly with other communities, it is essentially a purchasing cartel, which is in principle prohibited according to § 1 of the Act against Restraints on Competition (*Gesetz gegen Wettbewerbsbeschränkungen*, GWB), as the joint purchase and procurement group established as a consequence is based on a cooperation agreement of the participating municipalities, which results in an anticompetitive measure in the sense of § 1 of the GWB (full explanation in Schindler, S. 2008. Public Electronic Procurement kommunaler Einkaufsgemeinschaften, p.190, 200, 201).

However, anticompetitiveness does not regularly exist so that no forbidden cartel as per §1 of the GWB occurs (see Schindler, S. 2008. Public Electronic Procurement kommunaler Einkaufsgemeinschaften, p. 208). It must therefore be assessed on a case-by-case basis whether a discernible influence on the market exists. Specifically, the market share of the respective purchasing group on the relevant market provides an indication of this. According to the de minimis notice of the German Federal Cartel office of 13.3.2007, the threshold lies at a market share of more than 15 per cent (details in Schindler, S. 2008. Public Electronic Procurement kommunaler Einkaufsgemeinschaften, p.211 ff., 220).

A further problem for cooperation between municipalities in Germany stems from § 99 para. 1 sentence 2 of the GWB. Those representing the interests of cities and communities have always argued that a straightforward cooperation between municipalities constitutes an organisational transfer of duties within public authorities and thus does not represent procurement on the external market.

The European Court of Justice added this to their ruling of 09.06.2009. […] However, the ECJ's ruling must not be considered a blanket carte blanche for all one-sided, isolated contracting of a municipality by another with the services to be provided (e.g.: delivery of power for a city's administrative buildings by the municipal utility of another city without first issuing an invitation to tender). According to the ruling from the ECJ, these kinds of scenarios should also not arise without an invitation for tender first being issued.

Not directly, but at least indirectly, it will be concluded from the ECJ's ruling that cooperations without tenders on a basis of public law are limited "regional cooperations" similar to municipal joint utility companies. A cooperation without a tender between remote municipalities (e.g.: Flensburg with Garmisch-Partenkirchen) should be hard to imagine legally hereafter." (Norbert Portz, 09.06.2009. www.dstgb-vis.de/home/rechtsprechung/dstgb_begruesst_eugh_entscheidung_kein_vergaberecht_bei_interkommunalen_kooperationen/index.html)

A clarifying article (§ 99 para. 1 sentence 2 of the GWB) on cooperation between municipalities was abandoned in the 2009 public procurement law reform, waived at the last minute without reason on the recommendation of the Economic Committee.

Some actors

The following are among those to have adopted different approaches and products in Germany:

- The state of Rhineland-Palatinate
- The Greater Stuttgart Region
- Municipal trade and performance society (Kommunale Wirtschafts- und Leistungsgesellschaft - KWL) a "subsidiary of the city and municipality association of Lower Saxony, the NSGB".

Concrete actions

Rhineland-Palatinate
In 2010, the federal state of Rhineland-Palatinate introduced an invitation for tender for IT products that the municipalities could participate in. Criteria for the consumption of resources during manufacture, energy efficiency within companies, disposal and social aspects were taken into consideration.

www.mainz.de/C1256D6E003D3E93/files/20100316_Werle.pdf/%24FILE/20100316_Werle.pdf

Greater Stuttgart Region (Verband Region Stuttgart)
The focus of the cooperation within the scope of the project launched in June 2002 for the joint invitation to tender and procurement for cities and municipalities in the Stuttgart region was the realisation of bundled invitations to tender in the product fields of office supplies, IT equipment and paper following clarification of the legal and organisational feasibility. Tenders were awarded on the basis of an agreement valid for the respective invitations to tender.

In June 2009, the fourth joint Europe-wide tender for office supplies and IT equipment was concluded in which the cities and municipalities of Böblingen, Esslingen a. N., Gäufelden, Herrenberg, Kornwestheim, Leonberg, Ludwigsburg, Remseck, Sindelfingen, Vaihingen a. d. Enz, Weil im Schönbuch, das Landratsamt Göppingen, the Ludwigsburg District Office, Böblingen-Sindelfingen adult education centre, the Wirtschaftsförderung Region Stuttgart GmbH (WRS) and Verband Region Stuttgart participated. The price-performance ratio improved for all those involved in the tender by between 3 and 30 per cent depending on the composition of the product catalogue and the procurement practices for the first tender.

In general, it can be said that particularly the smaller administrations were able to enter the large customer segment as a result of the bundling in terms of pricing, whereby better prices were achieved due to the ordering of larger quantities.
Further information: http://www.region-stuttgart.org/vrs/main.jsp?navid=65

Municipal trade and performance society (Kommunale Wirtschafts- und Leistungsgesellschaft -KWL)

The municipal trade and performance society (*Kommunalen Wirtschafts- und Leistungsgesellschaft*, KWL) of the association of cities and municipalities of Lower Saxony (*Niedersächsischen Städte und Gemeindebund*, NSGB). The KWL affords long-standing experience in joint procurement. In 1996, the structure of the NSGB, which mainly comprises smaller rural municipalities, led to the association to see the need to bundle the municipalities' requirements to achieve better prices with different service providers in the fields of energy, fire brigade supplies, internet and telephone services, among others.
Further information (only in German):
http://www.kommunaleinkauf.de/kwl_aktuell/index.php

Information about green products in Germany is available online at:
Information service for green public procurement
www.umweltbundesamt.de/produkte/beschaffung/

Joint green public procurement – Greece

National framework conditions

The CRES PROEE team, in close collaboration with the Ministry of Development on energy policy issues, assisted in the formulation of a new Ministerial Degree, effective on June 17th, 2008. This *joint Ministerial Degree* (JMD) tackles the issue of energy saving measures in the public sector in relation to the acquisition of energy consuming products and maintenance/management of the building stock. Within the JMD, energy standards for electrical and office equipment are set based on a minimum set of energy requirements. The standards aim to formulate a new procurement law for the public sector that will incorporate energy award criteria.
Through previous collaboration activities with local authorities, the “OTA21”, the Municipalities’ Association of North – East Attica Region, CRES established an important project partnership. The first achievement was the co organization of the event “Energy Efficiency & Excellency in Local Authorities”, which was hosted at the Conference Centre of Municipality of Nea Ionia.
The identification phase for the most prominent categories of products for a joint public procurement resulted, based on a variety of parameters (ownership status, technology

achievements, level of interest, climate factors and social criteria), in the joint consideration of *lighting products and office equipment categories* with the other partners. However, depending on the results from the JGPP targets for Greece, other set of products could be considered of specific importance for the Greek public sector (thermal solar systems, electric scooters, RES lighting systems).
An official letter and informational material was sent to eleven member municipalities of DAFNI and CoM: Ios, Kea, Korthi, Lipsi, Milos, Moudros, Nisyros, Oia, Poseidonia, Skyros, Hydra. All of the aforementioned municipalities are located on islands and they are all members of DAFNI Network for Sustainability. They participate in the CoM and have similar and uniform characteristics and needs. The aforementioned municipalities are ideal pro-EE project participants because they are autonomous regions, not connected to the main electricity grid, they are committed to achieve certain targets signed under the CoM and their island electricity generation emits high quantities of CO2 (from an environmental perspective).
Some actions

The City of Maroussi

The City of Maroussi, partner in the pro-EE Project, prepared and planned the development of a local energy plan. With the adaptation of the tool "Energy Efficiency Scan" (a tool that captures an overview and analyses all the fields of activities concerning energy efficiency), the City of Maroussi undertook the scan and set up an action plan. The Energy Efficiency Scan is the first step of the Activity Plan and corresponds to the evaluation of pre-existing activities. The European and National Funding Office of the Municipality of Amaroussion are under the Pro-EE project's management and they disseminated useful material via e-mail to each department. Afterwards, bilateral meetings were arranged between the European and National Funding Office with the related departments of: the Environmental, Planning and Quality of Life Organization, the Integrated Procurement Department and the Transportation Office.
Under the framework of actions concerning the integration of energy efficiency criteria in the public procurement, the City of Maroussi integrated the replacement of 500 light systems in May 2009 and is expected to replace another 2000 light systems by the end of 2009. The old lighting operated with high pressure mercury lamps, whereas the new ones operate with metal halide lamps. The replacement yields an estimated energy savings of up to 40%.
In order to effectively implement the pro-EE actions, a comprehensive approach strategy was identified that defines two distinguished priorities, as described in Figure 1.

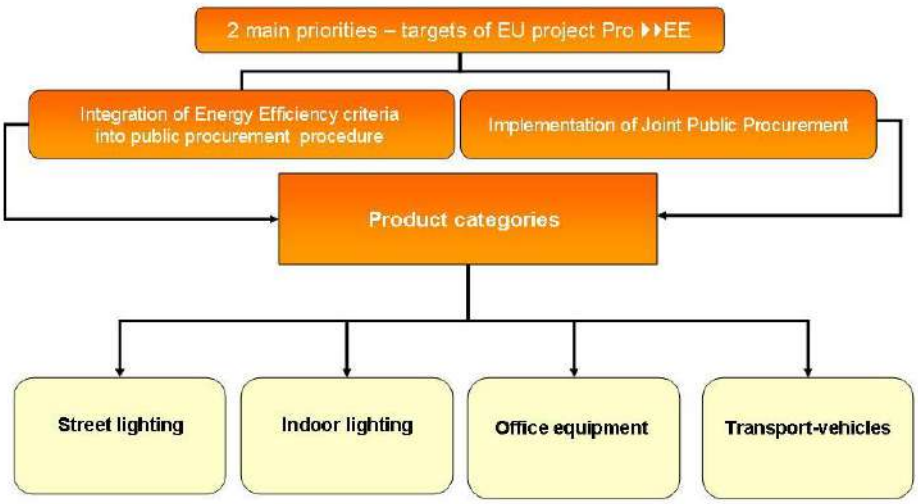


Figure 1

A leaflet was produced that describes the methodology and procedure for implementing a joint public procurement scheme in Greece in addition to a flowchart that visually presents the proposed actions.

NEEAP for the Tertiary / public sector

The public sector is to set an example for the improvement of energy efficiency measures, as the 2006/32/EC Directive states. To accomplish this, the application of energy efficient technologies and RES systems has been proposed. The use of energy efficiency criteria in calls for tender and contests for public procurement is considered necessary. Within this framework, joint public procurements schemes are welcome and the development of a central public procurement office could become a reality in the process of implementing the EEI (energy efficiency improvement) measures as mentioned in the First Greek NEEAP (National Energy Efficiency Action Plan). The table below summarises the list of one of these measures in relation to the public sector.

Title of Measure DM1.	**Compulsory installation of central solar thermal systems to meet hot water requirements**
Category	o **Institutional** o **Exemplary role of the public sector**
Regional application	All of Greece
Target group	o Existing and new buildings larger that 1 000 m2. o Private buildings leased by public bodies.
EEI actions targeted	Legislation to provide for compulsory incorporation of central solar thermal systems to meet the hot water requirement in public sector buildings such as, indicatively, o hospitals, o sports centres, o buildings of charities and buildings used for other purposes in which there is a high requirement for domestic hot water. Monitoring of the quality of the installation and of the efficiency of the system by an accredited body.
Effectiveness	Solar thermal systems will replace 50-100% of conventional fuels and electricity, depending on the climatic conditions in each area, the load and the position of the building.
Anticipated annual energy savings in 2010 and 2016	The following energy savings are anticipated: o 2010: 10 GWh o 2016: 250 GWh. Total cost of implementation: EUR 100m.
Status of implementation and exact timeframe	Staged implementation: from 2009 to the end of 2012 – buildings larger than 1 000 m2; from 2014 – buildings larger than m2; 2016 – all buildings.

Greek experience and recommendations

During the examination of the potential for implementing the project's targets in the Greek public authorities, a rather significant barrier was recognized: the *lack of a centralized procurement agency* for the municipalities belonging into the same prefecture. Such an absence may create further problems, such as the *bureaucracy* arising through procedures

for joint procurement, *individual management of procurement needs* by each public authority, as well as *complication of the legal-administrative issues and processes.*
An important parameter linked to the administrative individualities is the *differing allocation of procurement responsibilities among the municipalities.* In certain municipalities the procurement department belongs directly to them, while in others it is allocated to limited companies of the municipality.
One of the most prominent obstacles to overcome is a general reluctance from public authorities to participate in a JGPP, which possibly comes from their *bonds with the local community and retailers.*
For future joint procurement schemes, the focus will be laid upon the implementation of an energy efficient joint public procurement. To achieve this target certain steps must be followed:

1. Establishment of a concrete network of public authorities who are concerned and motivated to integrate energy efficient characteristics in their procurement procedures.
2. Consolidate and resolve any open legal issues related with joint tender procedures between public authorities and municipal companies. Determination of the proposed JGPP scheme in relation to the nature of participants
3. Agreement on common criteria for certain products among public authorities belonging to the established network.
4. Organization of a joint procurement of products selected, including the reviewing and further development of a call of tender based upon the already compiled model call of tender.

Joint green public procurement – Italy

Municipality of Ferrara pro-EE approach

National framework conditions
The start up of *Italian Legislation on GPP* began in 2003 with the *Ministerial Decree 203 (Decreto Ministeriale n°203/03), a decree in* which public administrations were required to obtain at least 30% of their total supplied products from recycled materials, *per* year and *per* category of product. This was the first step in introducing the concept of *"green" products* in the Italian legislative framework, even though recycling was the only aspect that it addressed.
Although there lacked a proper system of sanctions that supported the aforementioned law, the Ministerial Decree is still considered a fundamental Italian law that forces public administrations to buy *green products and services.*
Indirect support of GPP was recently provided ba a law that required the inclusion of environmental criteria in tenders under European threshold for all public administrations. This new law is the *Italian Law for Tenders (Decreto Legislativo n°163/2006), affecting the principles of the European Directives 2004/17/EC and 2004/18/EC.*
The decree directly supports the environment by making it a criteria to be considered during the tender decision making process. The decree clearly states that the economic aspect of a tender is not as important as in the aspects of protection of environment, health and sustainable development (article 2, paragraph 2).
This law gives public administrations the opportunity consider more than the economic aspect (article 83) of tenders, which involves searching for the lowest price (article 82). Public administrations can now include environmental aspects in terms of energy-consumption reduction and decrease in the use of natural resources into their tenders.

Recently, the National Action Plan for GPP targeted public administrations and other suppliers by increasing their awareness of green products and services with specific minimum criteria in order to help them reduce their negative impacts on the environment.
The plan, already foreseen in the Italian Financial Act 2007 (Law n°296/2006), involves a wide range of products and services such as furniture, building materials, waste management, energy devices, ICT products and stationery.
The core of the plan stresses how important it is for the public administration to push the market towards GPP for the rationalisation of public supplies that take into consideration the new cost-benefits, *Life Cycle Costing* approaches, environmental performances and even eco-innovation. The criteria *per* category of products are currently being fixed for specific decrees and are on their way towards approval.
Meanwhile, new laws that support the importance of introducing sustainable criteria into public administration tenders have been created in some regions.
As far as *Region Emilia-Romagna is concerned, the Regional Law n°28/2009* states that all the municipalities, with a minimum population of 5,000 inhabitants, have to draw up a GPP Action Plan to foresee the introduction of environmental criteria in the call for tenders and other ways of supplying products and services. The criteria concern the reduction natural resource use, the implementation of renewable sources of energy, the decrease in the production of waste, the abatement of pollutant emissions, the reduction of environmental risks.
The aforementioned legislative framework represents the basic foundation of the pro-EE methodology carried out by the Local Agenda 21, the Department of Environment and the Department of Informative Systems.

Some Actions

The Municipality of Ferrara, playing the role of Mentor City for Italy in pro-EE Project, was one of the first Italian public administrations to implement sustainable actions with a "bottom up" participative approach derived from the principles of Agenda21. This was an outcome of the *Declaration of Rio in 1992* which addressed local actions concerning environmental issues (e.g.: sustainable transportation plan, economic growth, waste management, and energy efficiency plan). As a result, since 1994, the Municipality of Ferrara has been carrying out a voluntary specific *Green Public Procurement Action Plan* regarding different categories of products: organic food, recycled paper, low-consumption printing machines and energy from renewable sources. Furthermore, the involvement of the entire administration in their Environmental Management System, which is promoted and managed by the Department of Environment, contributed to strengthen the attention to environmental impacts and to focus on how to overcome them by improving continuously.
The Municipality of Ferrara focused on introducing a new tool of purchasing that could push the market towards more energy efficient products and services.
The municipal Local Agenda 21 (Local A21), as a part of the Department of Environment, began to identify specific categories of products that could be tested. Considering that the Municipality of Ferrara had already begun buying green products, Local A21 has emphasized a new category of products that had not been included yet.
One step was to identify the best tool to be used for purchasing energy efficient products.
From a juridical point of view, a call for a tender framework from public administrations was requested. According to the Italian law of tenders (D.Lgs. n°163/2006), the usage of this kind of contract is required for several reasons, the most important ones concern economic fairness, transparency, free competition, fair treatment and efficiency.
From an economic point of view, the type of tendering realised under a threshold similar to most of the purchasing ones for ICT products at a municipal level. This refers to the European community thresholds that are fixed at a maximum of 125,000 Euros for central

administrations and 193,000 Euros for local authorities (current thresholds effective starting on January 1, 2010).

Local A21 and the Municipal Informative Systems Department selected the minimum criteria for a national level based on the CONSIP for ICT products, which included special instructions for laptops. According to the new *Italian National Plan on GPP*, if the minimum criteria are followed in the tender the procurement can be considered "green". The aforementioned criteria mainly address:

- energy consumption requiring the last version of Energy Star (e.g.: Energy Star 5.5) Nordic Swan or equivalent;
- noise reduction referring to ISO 7779 and ISO 9296 requirements or equivalent;
- long-lasting batteries according to European Directive 2006/66/EC;
- LCD monitors containing not more than 3 *mg* of mercury with preference to Ecolabel, Nordic Swan or equivalent.

Local A21 and the Municipal Informative Systems Department drew up the *Tender Specification* which detailed products and their technical characteristics and were integrated into the *Technical Specifications*. *The specifications* introduce and evaluate environmental criteria that examine specific eco-labels in their most recent from or equivalent, and thus respect the principle of free competition as stated at the national and European level.
Local A21 and the Municipal Informative Systems Department decided to start by testing energy-efficient purchases at local level with the goal of influencing a wider range of Italian municipalities and provinces in joining future Requests of Offer.

The use of an Electronic Marketplace

The methodology adopted for supplying ICT products supported by the Local A21 of the Municipality of Ferrara was addressed by two main targets:

- increase the awareness on the benefits of buying more efficient green ICT products inside and outside the administration without increasing considerably the costs of products;
- create a best practice to be transferable to other public administrations.

The Local A21, in accordance with the Department of Environment, the Councillor of Environment and the Informative Systems Department, decided to use *e*-procurement as the tool to award the purchasing of ICT products.
E-procurement can be defined as the body of technologies, procedures, actions and organizational conditions that allows for an online selection and purchasing of products and services thanks to the improvement of internet and Electronic Market use.
Among the various *e*-procurement tools, the Electronic Marketplace differs from a traditional call for tenders in some aspects:
The Electronic Marketplace of the Public Administration (MEPA):

- is an *e*-procurement platform that allows purchases to stay below the community threshold.
- is a selective market in which authorized suppliers offer their goods and services directly online. At the same time, registered buyers (public administrations) consult its catalogues and can make either a Direct Purchase Order or a Request for Offer;
- is a specialized market tool meant to satisfy the needs of public administrations (purchasers) and companies (suppliers);
- is based on a catalogue of products and services certified after a specific process of certification managed by CONSIP;

- avoids the use of paper and helps energy saving;
- is a dynamic and safe tool in which products and services are listed in *e*-catalogues according to standard formats.

After the tender was opened at a specific date and time, an internal *Technical Commission* was put in charge of comparing and evaluating the different offers on a point system basis described in the Technical Tender.
The tool is sustainable since the entire process is digital and fulfils the requirement of sustainable consumption and production as outlined by the European Commission COM 2007/803.
It was described the legal framework, with particular reference to the *Italian Law for Tenders, D.Lgs. n°163/2006,* ruling the purchasing of goods and services by public administrations and the corresponding *Municipal Law* regarding ICT supplies.

List of product up-dated with preliminary study (internal use)

Description of basic characteristics of the product	Information on environmental characteristic of the product
Monitor LCD 21'' : screen typology LCD; diagonal dimension 21.3"; resolution 1600x1200; luminosity 300; contrast 1000:1; time of response 16 ms; video Input D-Sub, DVI, USB, VGA; visual angle176/176; certification ENERGY STAR®. *(Model of reference: NEC 2170NX LCD 21)*	•**Certification Energy Star® or equivalent** **pro-EE improving qualification = conformity to EPA Energy Star 5.0 Guide Lines or most recent Energy Star version or equivalent** • **Energy Consumption** Normal Functioning 58W USB non-active; Energy saving less than 2W; Switched off less than 1W •**TCO 03** **pro-EE improving qualification = TCO 5.0** •**GEEA/Energy label** (European label by Group for Energy Efficient Appliances) • **Other information** This monitor is furnished by an advanced energy-saving device When the signal VESA DPMS (Display Power Management Signalling) is transmitted to the monitor, the energy-saving modality is activated.

Source: Local A21 – Department of Environment Municipality of Ferrara

Tender Specification version (edited)

Descrizione caratteristiche minime del prodotto	Informazioni su caratteristiche ambientali del prodotto
Monitor LCD 21'' : screen typology LCD; diagonal dimension 21.3"; resolution 1600x1200; luminosity 300; contrast 1000:1; time of response 16 ms; video Input D-Sub, DVI, USB, VGA; visual angle176/176; certification ENERGY STAR®. *(Model of reference: NEC 2170NX LCD 21)*	**Certification Energy Star® or equivalent** • **Energy Consumption** Normal Functioning 58W USB non-active; Energy saving less than 2W; Switched off less than 1W •**TCO 03** •**GEEA/Energy label** (European label by Group for Energy Efficient Appliances) • **Other information** This monitor is furnished by an advanced energy-saving device When the signal VESA DPMS (Display Power Management Signalling) is transmitted to the monitor, the energy-saving modality is activated.

Source: Local A21 – Department of Environment Municipality of Ferrara

In October 2008, the Local A21 of the Municipality of Ferrara organised a specific pro-EE Conference, in the framework of one of the most important GPP national event: *GPPnet BuyGreen Forum in Cremona*, with the involvement of *Ministry of Environment, CONSIP, Ecological Consulting Ecosistemi, the Councillor of Environment of the Municipality* of *Ferrara* and participation from local municipalities and the *Regional Agency for Environmental Protection (ARPA).*
The idea was to present the pro-EE project, complete with its main objectives and targets, to stakeholders. The audience was made of private companies, the Bank of Italy (Environmental Department) and public administrations.

Italian experience and recommendations

Local A21 found out the following main advantages in using this tool:

- No paper usage during the tendering process, as it is developed entirely through the web site;
- Reduction in process time, as tendering and awarding had a total duration of approximately 20 days;
- Maintenance of a good balance between quality and price: the total costs to overcome were only 1.2% of the expected maximum costs;
- Guarantee of safe tool for buying: Electronic Marketplace is guaranteed by digital signature;
- Possibility to introduce higher energy efficient criteria in the Technical Specification in addition to the Tender Specification;
- Possibility of choosing the geographical area where to make the Request of Offer.

The *Electronic Marketplace* is an innovative tool that is currently not being widely used throughout the territory, despite the national and regional legislations pushing to completely dematerialise Public Purchasing. This could result in the first non-answer Request of Offer. Nevertheless, the flexibility of Electronic Marketplace can always help a public administration to overcome this kind of hurdle.
MEPA, for example, allows you to postpone the expiration date of the Request just before its closing time in order to give suppliers more time to offer. The Order Point is allowed make a new Request of Offer, even after the expiration date and time of the previous one, in which newly improved content is introduced.
In case of a lack of reaction from the market, a good preliminary communication strategy would encourage the market to offer efficient products. This strategy would involve precisely describing energy efficient criteria on the project website or on the disseminated leaflets without references to specific eco-labels or trademark (unless the use of the sentence “or equivalent”) to avoid commercial bias.
The Local A21 of Ferrara is aware of this strategy. The MEPA requires only one qualified supplier to have all the products needed and to be certified by the Marketplace. This means that all the products, even innovative ones, must be already offered by one supplier and checked by CONSIP in order to make it available in the official catalogue.
Consideration must be made in advance in order to properly plan a good communication and training strategy aimed at increasing the knowledge and familiarity to the tool for the local level.

The *Local A21 and The Informative Systems Department* of *the Municipality of Ferrara* had to adopt a preliminary training and communication strategy for municipal employees, employess of the involved Department and to the local suppliers in order to make them aware of the benefits of using this e-procurement tool.

Meanwhile, Local A21 managed and disseminated a pro-EE website, periodically updating the main information such as news, events, newsletter, project description, questionnaires, dissemination, workshops, expected outcomes and legislation.

Joint green public procurement – Portugal

National framework conditions and actors

Concerning joint procurement, only one example can be related to the procurement of recycled paper and implemented in the scope of the LEAP project. This example was coordinated by ICLEI. The Portuguese JP action was led by LEAP partner Almada City Council. Six further public organizations also participated:

- Torres Vedras City Council
- Oeiras City Council
- Tavira City Council
- Tratolixo – Solid Waste Treatment Services (for Municipalities of Cascais, Sintra, Oeiras and Mafra)
- Almada's Borough of Sobreda
- Almada's Borough of Cacilhas
- SMAS de Almada - Almada's Municipal Water and Wastewater Services

In order to recruit additional participating authorities, Almada wrote an invitation letter to other local authorities, inviting them to participate in the Joint Procurement of recycled paper and providing them more information about the LEAP project.

Procurement procedure followed

As with the actions in Greece and Spain, Lead Authority Almada took responsibility for recruiting additional authorities and preparing initial drafts for the tender documents and a Partner agreement and protocol. Almada also took the lead in establishing an evaluation commission, formed by the participating authorities, that was designed to carry out an initial evaluation to give to the Commission. All documents were provided to the participating authorities for comments/approval, and they were revised accordingly. The partner, or the consortium, agreement stated that the Lead Authority (Almada) was the representative of the consortium and it listed the obligations of both entities:

- the Lead authority is responsible of the entire procurement procedure,
- the other members of the consortium have to contribute with suggestions during the procurement procedure and after the reception of the final evaluation report; each must produce its own adjudication proposal (depending on the number of paper reams bought, as well as delivery conditions).

Given the low quantity of items purchased (in cost terms), the participating authorities decided to use a restricted procedure in which the number of companies (fifteen) were requested to bid, rather than using an open tendering procedure. This saved a substantial amount time and resources. All the participating authorities signed the partner agreement/protocol. Individual one-year contracts with periodic deliveries were set up directly with the winning supplier.

Results achieved

Of the fifteen companies invited to tender, eight submitted bids. Of these, seven were fully compliant with the specifications. In financial terms, a positive price was received. The supplier offered a price reduction of €2.32 per ream to €2.15 per ream due to the final quantity demanded (13,000 reams). This resulted in a reduction of over 7% or €2,210 in total. Almada City Council was already using recycled paper that was bought without any specific criteria other than the specification "recycled paper". The price currently paid is €1.80 per ream, which is lower than the price at which the joint procurement paper was adjudicated. However, the recycled paper proposed by the winning bidder (Steinbeis Vision Trand White) is of higher quality and meets all the specifications that were defined in the tender documents. It also presents the Blue Angel and Nordic Swan labels and the paper is certified EMAS and ISO 14001, which ensures high standards of quality and explains the higher price. It seems that in Spain the quality, rather than recycled content, is the primary determinant of price.
Another key benefit noted by the participants was the reduced administrative requirements within the other authorities, as Almada took on responsibility for the procurement process after an agreement was reached on the appropriate JP approach. The success of the approach means that it will be relatively straightforward to replicate the activity again in the future.

Barriers observed/problems encountered

There were two principle barriers to overcome in setting up the activity:

- JP is not well known in Portugal and it was necessary to deeply analyze deeply the public purchasing legislation and to involve the municipality's legal department to ensure that the process (from the consortium agreement to the tender documents) was appropriately designed within a legal framework. Once achieved, replication will be easier in future.
- Recruiting additional authorities proved challenging, partly because they were unfamiliar with and suspicious of JP. This was partly due to the fact that there was not always the desire to purchase green and partly because of practical reasons such as existing contracts for paper supplies and not being able to specify the quantity required before tender publication.

Evaluation and conclusions

Similar to results in Greece and Spain, a positive financial outcome was achieved through buying in bulk, with the effect of reducing the price for greener products. It was also highly valuable in providing a successful, reproducible pilot model for JP and it raised further interest in the topic of sustainable procurement.

In recent years, public procurement has changed significantly in Portugal. The new Public Procurement Code, approved by the Government in 2008, made electronic procurement obligatory for all public administrations (local and central) and the National Procurement Agency. It also professionalized, with the negotiation of framework contracts, the procurement function. A new trend can be observed in the establishment of Regional Procurement Agencies for local authorities.

Joint green public procurement – Spain

National framework conditions

Green Public Purchasing Activities in the Basque Country

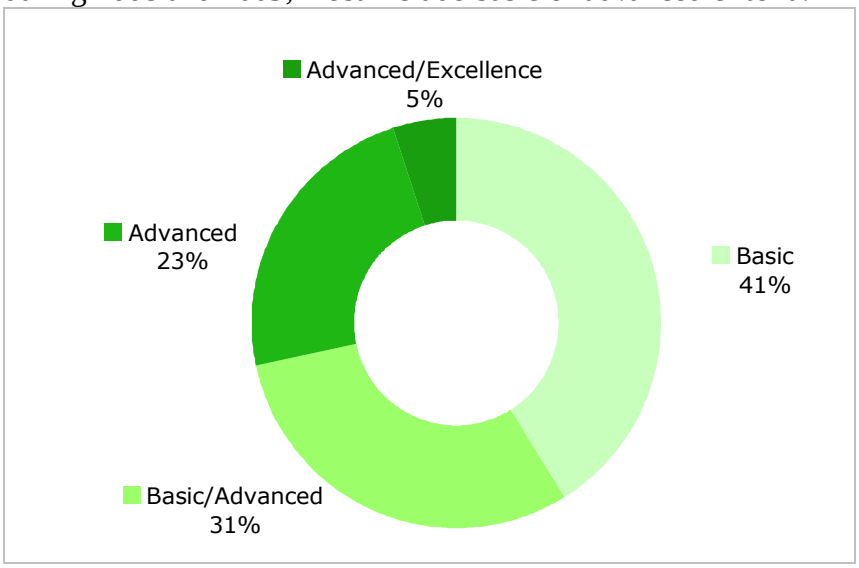
The Basque government, through its Public Agency for Environmental Agency (IHOBE), has developed and is currently implementing a GPP Regional Action Plan (GPP RAP). Common strategies require public authorities (the demand side) to set targets and develop tools. However, to really move the market, it is important to promote environmentally friendly companies and products (the supply side). The innovation of the Basque approach is due to the following: a combination of both dimensions in the GPP RAP, the coordination between supply and demand, the use of such instruments as awareness raising, training and support to public authorities and other enterprises.
During the last 10 years Ihobe has promoted a dialogue within the market**,** the activation of local companies in the fields of cleaner production and practices (Ekoscan) and resource efficiency in their products (Eco-design).
The promotion of demand is fixed as a priority in the Basque *Environmental framework programme* (2006-2010) and the *Basque Programme for Environmentally Sustainable Consumption* (2006-2010). Since 2006, Ihobe has provided different tools and services for Public Administrations in order to implement GPP:

- Common Criteria for 18 product groups that include more than 24 different products and services
- Tender Greening
- Dialogue with providers
- Training courses on GPP for public servants
- Direct assistance
- Working groups for public authorities and interchange of Best Practices
- Monitoring of results

The Common Criteria are based on the EU-GPP-Toolkit and adapted to the regional situation (supply side) in order to promote local economy's competitiveness on three levels of criteria that allow the adaptation of the market: basic, advanced and excellence. The interchange of best practices between public administrations helps to foster tendering with common criteria.

Actors

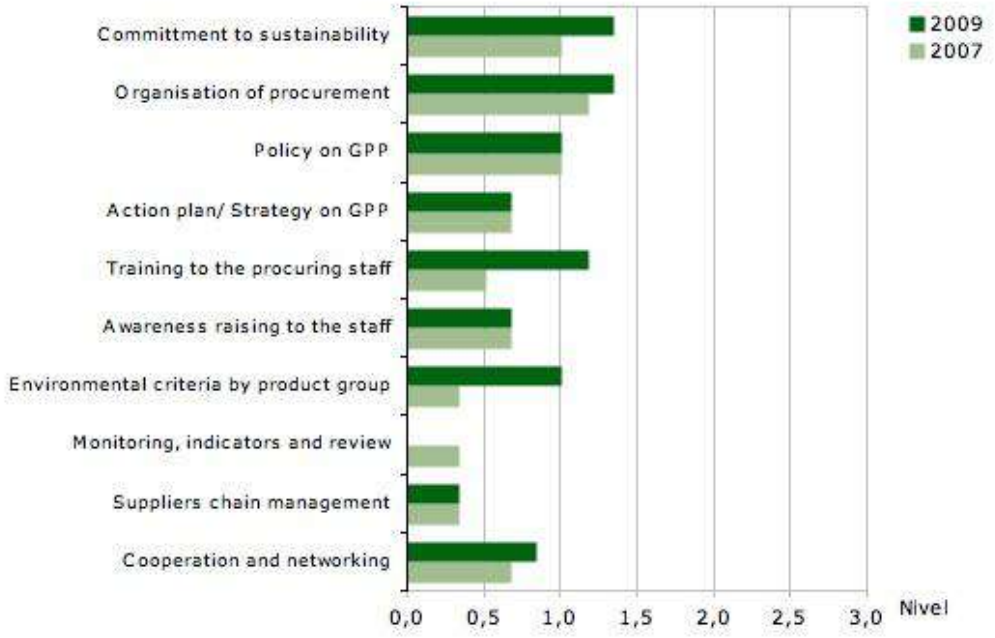
Regarding Tender Greening, 40 tenders including common criteria have been published during 2008 and 2009; most include basic or advanced criteria.



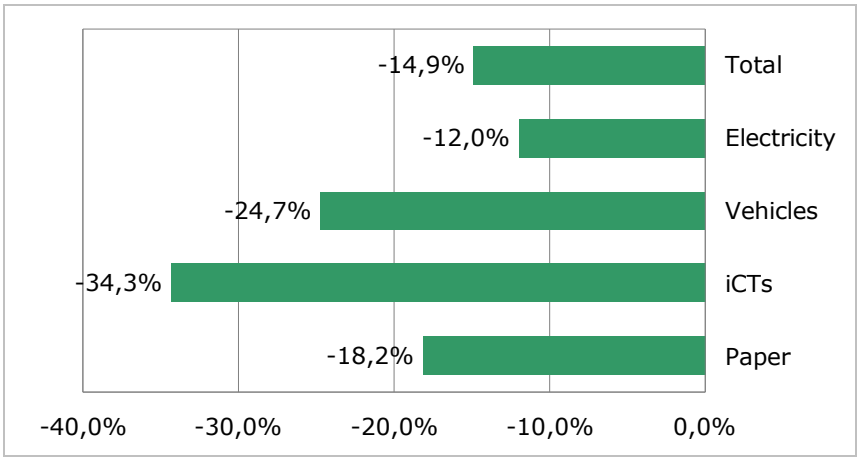
During the same period, 151 civil servants from 73 different public administrations of the Basque Country participated in the GPP Training courses, additionally 166 persons participated in two awareness raising events and 148 providers participated in dialogue sessions.

Some actions

The monitoring of results was completed as a pilot experience during 2009 by seven public administrations, including the cities of San Sebastian, Vitoria and Bilbao. They filled out an online questionnaire (adapted from the methodology proposed by the European Commission) that included both qualitative indicators (level of implementation of a GPP Strategy in the administration) and quantitative indicators (level of inclusion of green criteria in the contracts of the priority product groups).



Level of implementation of a GPP strategy in 7 pilot administrations in the Basque Country: progress 2007 to 2009.



CO_2 emission reduction as a result of inclusion of green criteria in tenders of the 7 pilot administrations in the Basque Country.

At the level of the regional government, a Government Agreement about the inclusion of environmental and social criteria in public tendering set minimum standards of environmental performance for the most common product groups, for example, for vehicles or for construction.

In the Basque Country, climate protection is one of the priorities that can be achieved by public procurement and independence of the product group (paper, ITC, vehicles, gardening services, catering and vending services, travel agencies and courier, consultancy). The development of criteria for energy intensive product groups, such as street lighting or energy service contracting, is included in the program.
The City of San Sebastian, a partner in the pro-EE project, is one of the pilot administrations participating in the GPP activities coordinated by Ihobe. In 2009, the use of the common criteria for green purchasing, which is also used by private companies and the general public**,** was introduced into the program in order to move the market and reduce the impact in the environment.
www.ihobe.net

National PRO-EE pilot training in Murcia, Spain

The Spanish pilot training in Green and Energy Efficient Public Purchasing will take place in Murcia on the 27th and 28th of April, organised by the Murcia City Council and Ecoinstitut Barcelona. It will be divided into a technical workshop and a pilot training session. The workshop will target policy makers, public procurement managers, Agenda21 officers and suppliers of public authorities. The training session will target public procurement managers in charge of IT equipment, maintenance of buildings and street lighting.
The technical workshop will include a roundtable with attendees from national, regional and local public authorities. The discussion will focus on the implementation of Action Plans and Policies for Energy Efficient and Green Public Procurement as well as a presentation of tools for Joint Public Procurement.
Each of the participating public administrations will assume a different role in order to promote and implement GPP on a broader scale: developing joint GPP criteria working with both supply and demand side, introducing criteria for GPP in the framework contracts of the National Procurement Agency, facilitating the interchange between administrations and supporting smaller municipalities creating networks.
One of the highlights of the pilot training session is the presentation from Anna Pramborg from TCO Development. Ms. Pramborg will introduce two aspects of the TCO Certification programme. The first will be the technical details regarding criteria and criteria development and the multi-attribute approach. The second will be in regards to TCO as part of a “Green IT Strategy”, which also includes other aspects such as working with user behaviour and other environmental benefits during the IT lifecycle.
The second day of the pilot training will combine interactive presentations and practical exercises, including a presentation of tools for energy efficient purchasing and its practical application in tenders from participants. The pilot training will conclude with a presentation in the state-of-the-art fields of building and street lighting maintenance.
Based on the experiences of two pro-EE mentor cities, Murcia and San Sebastián, the pilot training will focus on the importance of combining strategic elements (such as raising awareness of involved actors) with technical tools, common criteria and interchanges on a broader levels.

Cross-border joint public procurement

The question of "cross-border public procurement" poses an interesting and large challenge. There were two different ways to be successful and to find feasible solutions. On one hand, information about the positions of stakeholders is needed and on the other hand, more knowledge about the daily work of public procurers in consideration of cross-border themes is required. A questionnaire was created and sent to all project members for their procurers.

Recommendations and Experience of Stakeholders

Different stakeholders (attorney specialists in tender law, public procurers, and procurers) gave ideas about realizing the different kinds of cross-border partnerships in public procurement.

Comment City of Munich

The specialists in Munich spoke about large problems in making transnational, common tenders, of which they did not recommend. They had problems recognizing national tenders in collaboration with other cities. There will be always the risk of the tender failing the tender due to the creation of a monopoly. However this only seems to be an issue in German tender law.

Comment Umweltverband Vorarlberg

The "Umweltverband Vorarlberg" is an association of all Vorarlberger communities founded for ecological and economical procurement business. They buy different product groups for each member. This association worked with a few German cities within the framework of an Interreg project.

The following results were observed:

- no political backup (protection of regional suppliers).
- different direction in public procurement laws in different countries and obscurity in to whom the bidders can make appeals.
- difficult to administrate, especially in working out the tender documents
- high costs

Comment Terzaki Lawyer Agency

3 case-scenarios according to Public Procurement Law

1. Common buying of products throughout an inter-communal platform (regardless of which form the organization takes)

Questions to be answered

- Which legal basis is valid for the tender (different public procurement laws)?
- Which protection law (where can you make your appeal) is applicable to the suppliers joining the tender?

2. Common procurement throughout a communal body acting as a representation of the procurement-platform and consumption of the procurements services by the members of this inter-communal platform

- It is necessary, if the questions under the first point can be solved, to fix the area of the representation of this body to legalize the tender in the name of all.

Questions to be answered

- Is this representation established on the result of a tender?
- Is this representation established on legal basis?
- Is this representation established on contract basis?
- Which protection law is responsible for the suppliers?

3. Each of the communal bodies makes purchases individually. However, there will be an inter-communal cooperation in regards to procurement and economics on an informal basis

- This kind of cooperation enables an information exchange without any problems concerning public procurement law.
- Attention should still be given to data protection and special agreements on secrecy.

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Results of the Questionnaire

- The yearly turnover of the organizations that responded to the questionnaire was between 300,000 Euros to 270 million Euros. The number of employees in these organizations ranged from 1 to 45 people.
- Only Austria has experience in cross border procurement.
- Austria, Spain and Italy are almost convinced that better prices are a possibility when cross border public procurement are used, while Germany is not convinced of this. Most of the convinced ones await advantages up to 10 %; in Spain and Italy most of them even up to 30 %.
- Those who see no advantages or have no opinion to this theme have indicated that, “their municipality is too small; it will cause additional forwarding costs and the service on location can cause problems; the action area is too small; it is difficult to do in practice and they were never faced with that situation.”
- The 3 main hurdles are: legal aspects with different tender laws, negative effects to the regional economy and language problems.
- Nearly all members would probably try a cross border offer if these hurdles were overcome. Only one answer from all answers in all countries was “no”.
- Nearly all members would probably use conditions from another European partner country. Only 2 to 27 questionnaires indicated a ‘no’. Also, the Germans would use conditions even though most of them are not waiting for a better price.
- The most interesting product groups are
  IT in general, Flat screens, Power-directed Office Equipment
  Streetlights and Streetlight-Systems
- Even though not all are convinced of better prices or other advantages by cooperating with the partner countries, all of them want to know more about the cost conditions of other purchasers in other European countries.

Material questionnaire

GREEN PUBLIC PROCUREMENT - QUESTIONNAIRE MENTOR CITY

Introduction:

In the EU ("Intelligent Energy") project PRO-EE six regions are boosting green public procurement (GPP) especially for energy related equipment (GPP-EE). The main idea is to organise GPP in a network of cities and regions (jGPP): Full joint green public procurement (fjGPP) means that all activities are organised as equal partners. "Piggy backing" (pbjGPP allows other cities to use framework conditions for public procurement fixed by one partner in an individual way (by e-shop). The questionnaire should give a brief and easy to compare overview of the status quo of the strategies in the regions by the co-ordinator. Additional questions are listed at the end of the document.

Mentor city (name):

1. political decisions

GPP-EE	yes ☐	no ☐	goal PRO-EE ☐
fjGPP-EE	yes ☐	no ☐	goal PRO-EE ☐
pbjGPP-EE	yes ☐	no ☐	goal PRO-EE ☐

2. status quo and goals in GPP

GPP-EE office equipment	yes ☐	no ☐	goal PRO-EE ☐
GPP-EE street lightning equipment	yes ☐	no ☐	goal PRO-EE ☐
GPP-EE vehicles	yes ☐	no ☐	goal PRO-EE ☐
pbjGPP-EE office equipment	yes ☐	no ☐	goal PRO-EE ☐
pbjGPP-EE street lightning equipment	yes ☐	no ☐	goal PRO-EE ☐
pbjGPP-EE vehicles	yes ☐	no ☐	goal PRO-EE ☐
fjGPP-EE office equipment	yes ☐	no ☐	goal PRO-EE ☐
fjGPP-EE street lightning equipment	yes ☐	no ☐	goal PRO-EE ☐
fjGPP-EE vehicles	yes ☐	no ☐	goal PRO-EE ☐

3. technical guidelines established

GPP-EE office equipment	yes ☐	no ☐	goal PRO-EE ☐
GPP-EE street lighting equipment	yes ☐	no ☐	goal PRO-EE ☐
GPP-EE vehicles	yes ☐	no ☐	goal PRO-EE ☐
GPP-EE other products	yes ☐	no ☐	goal PRO-EE ☐

4. network between departments (environment, energy, procurement) established

yes ☐ no ☐ goal PRO-EE ☐

5. network to other cities for jGPP established

yes ☐ no ☐ goal PRO-EE ☐

6. details procurement and financing

central procurement/central budget	yes ☐	no ☐	goal PRO-EE ☐
central procurement/ decentralised budgets	yes ☐	no ☐	goal PRO-EE ☐
decentralised procurement/ decentralised budgets	yes ☐	no ☐	goal PRO-EE ☐
decentralised procurement/ central budgets	yes ☐	no ☐	goal PRO-EE ☐

In depth information:

These questions will be discussed during the Murcia meeting. All information which is available now should be explained here. Additionally we have to get information about timetables concerning all goals to fulfil the requirements in the project. Please provide as detailed answers as possible to the questions below.

1. political decisions

Details about the decision – obligatory, mandatory, co-operations, etc.

2. status quo and goals in GPP

In the project we deal with office equipment, street lightning equipment and vehicles. If there are more products and services related to energy, which you either already focus on in GPP or would like to within the project, please provide information here.

3. technical guidelines established

Details about the technical GPP guidelines for products and services not listed in the questionnaire.

4. network between departments (environment, energy, procurement) established

Details about the network (organisations involved; details of the co-operation)

5. network to other cities for jGPP established, or other networking activities between municipalities in your region/country

Details of the network - number of municipalities involved.

6. details procurement and financing

Details like budget, number of departments with decentralised budgets.

7. additional questions

What problems/hurdles do you perceive in the setting up of jGPP activities? How can the project partners help to overcome these?

GREEN PUBLIC PROCUREMENT - QUESTIONAIRE REGION/CO-ORDINATOR

region (national)/co-ordinator:

7. regional political decisions

GPP-EE	yes ☐	no ☐	goal PRO-EE ☐
full jGPP-EE	yes ☐	no ☐	goal PRO-EE ☐
jGPP-EE (piggy packing)	yes ☐	no ☐	goal PRO-EE ☐

8. regional strategy – status quo and goal

	status quo:	goal:
some municipalities GPP-EE	yes ☐	goal PRO-EE ☐
many municipalities GPP-EE	yes ☐	goal PRO-EE ☐
all municipalities GPP-EE	yes ☐	goal PRO-EE ☐
some municipalities jGPP-EE (piggy packing)	yes ☐	goal PRO-EE ☐
many municipalities jGPP-EE (piggy packing)	yes ☐	goal PRO-EE ☐
all municipalities jGPP-EE (piggy packing)	yes ☐	goal PRO-EE ☐
some municipalities jGPP-EE (full jGPP)	yes ☐	goal PRO-EE ☐
many municipalities jGPP-EE (full jGPP)	yes ☐	goal PRO-EE ☐
all municipalities jGPP-EE (full jGPP)	yes ☐	goal PRO-EE ☐
combined jGPP-EE regional authorities/municipalities	yes ☐	goal PRO-EE ☐

9. status quo best practise in mentor city of the region

GPP-EE/office equipment	yes ☐	goal PRO-EE ☐
GPP-EE/street lightning equipment	yes ☐	goal PRO-EE ☐
GPP-EE/vehicles	yes ☐	goal PRO-EE ☐
jGPP-EE (piggy packing)/office equipment	yes ☐	goal PRO-EE ☐
jGPP-EE (piggy packing)/street lightning eq.	yes ☐	goal PRO-EE ☐
jGPP-EE (piggy packing)/vehicles	yes ☐	goal PRO-EE ☐
jGPP-EE (full jGPP)/office equipment	yes ☐	goal PRO-EE ☐
jGPP-EE (full jGPP)/ street lightning eq.	yes ☒	goal PRO-EE ☐
jGPP-EE (full jGPP)/vehicles	yes ☒	goal PRO-EE ☐

10. regional network

federal level (federal green procurement)	yes ☐	no ☐	goal PRO-EE ☐
some municipalities	yes ☐	no ☐	goal PRO-EE ☐
all municipalities	yes ☐	no ☐	goal PRO-EE ☐

11. stakeholders involved

association of municipalities	yes ☐	no ☐	goal PRO-EE ☐
advice organisations (energy agency)	yes ☐	no ☐	goal PRO-EE ☐
regional department for community affairs	yes ☐	no ☐	goal PRO-EE ☐

12. status quo best practise in region authority (just Upper Austria)

GPP-EE/office equipment	yes ☐	goal PRO-EE ☐
GPP-EE/street lightning equipment	yes ☐	goal PRO-EE ☐
GPP-EE/vehicles	yes ☐	goal PRO-EE ☐
jGPP-EE (piggy packing)/office equipment	yes ☐	goal PRO-EE ☐
jGPP-EE (piggy packing)/street lightning eq.	yes ☐	goal PRO-EE ☐
jGPP-EE (piggy packing)/vehicles	yes ☐	goal PRO-EE ☐
jGPP-EE (full jGPP)/office equipment	yes ☐	goal PRO-EE ☐
jGPP-EE (full jGPP)/ street lightning eq.	yes ☐	goal PRO-EE ☐
jGPP-EE (full jGPP)/vehicles	yes ☐	goal PRO-EE ☐

13. technical guidelines established in region authority (just Upper Austria!)

jGPP-EE/office equipment	yes ☐	no ☐	goal PRO-EE ☐
jGPP-EE/street lightning equipment	yes ☐	no ☐	goal PRO-EE ☐
jGPP-EE/vehicles	yes ☐	no ☐	goal PRO-EE ☐

14. procurement and financial aspects in region authority (just Upper Austria!)

central procurement/central budget	yes ☐	no ☐	goal PRO-EE ☐
central procurement/ decentralised budgets	yes ☐	no ☐	goal PRO-EE ☐
decentralised procurement/ decentralised budgets	yes ☐	no ☐	goal PRO-EE ☐
decentralised procurement/ central budgets	yes ☐	no ☐	goal PRO-EE ☐

15. instruments in regional authority (just Upper Austria!)

information	yes ☐	no ☐	goal PRO-EE ☐
advice services	yes ☐	no ☐	goal PRO-EE ☐
financial support/grants	yes ☐	no ☐	goal PRO-EE ☐
financial pressure (link to other financial support)	yes ☐	no ☐	goal PRO-EE ☐