

Tips and supporting processes on how to implement GPP in local authorities/state institutions



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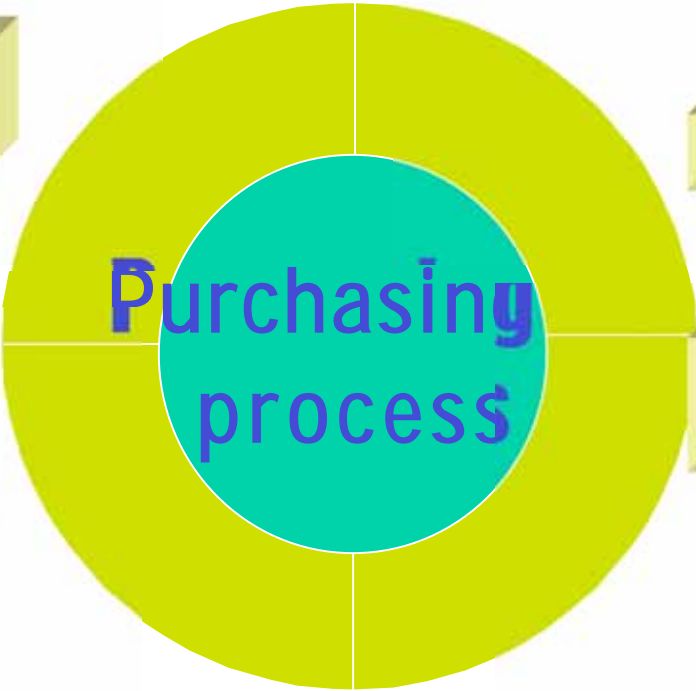
Eco-Counselling Enterprise / Institut Eco-Conseil



Who is responsible for GPP ?

Monitor and communicate progress

Define working groups



Train purchasers and users

Evaluate your purchasing practises

Communicate the policy and the objectives and targets

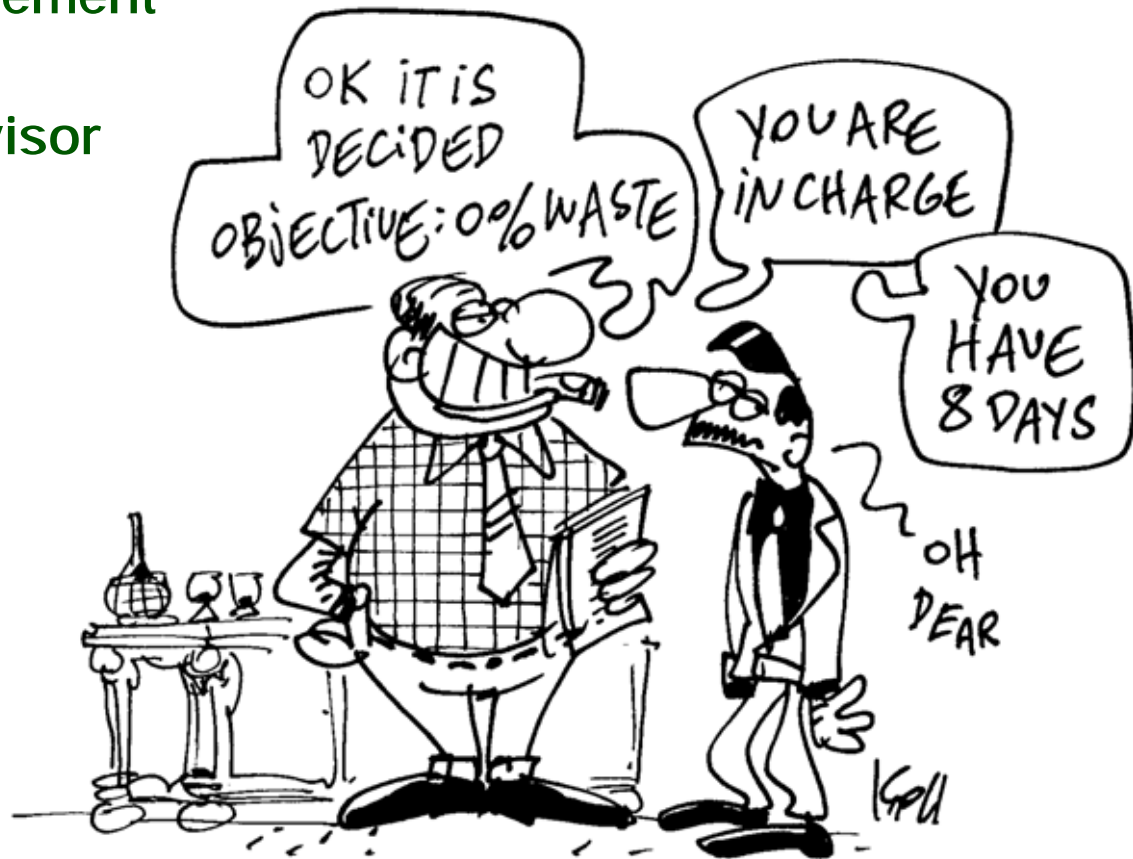
Define a policy, objectives and targets for GPP

Defining good criteria is not enough... examples of supporting processes to GPP

- Define who's the responsible person for GPP strategy
- Organise internal working groups
- Evaluate your purchasing procedures and have a look on which thematics you can work in the first place (paper, furnitures, catering, cleaning products, cars, IT, ...)
- Document a green (or sustainable) purchasing policy and strategy and communicate it
- Elaborate / reference criteria databases
- Define objectives and organise the monitoring of your progress
- Organise trainings and awareness raising among the employees (purchasers, financial, users, etc.)
- Make sure that GPP is embedded in other strategies
 - Local agenda 21
 - Sustainable development
 - EMAS/ISO 14001/local EMS

Who's responsible for the GPP implementation

- Purchaser / procurement officer
- Environmental advisor
- Director of some department



Organise eco-teams on GPP

- Participants include buyers, environmental advisors, lawyers, **USERS**, politicians,...
- Horizontal working groups - interdepartemental
- Explore different categories of products and services
- Coordinated by an environmental advisor or purchaser / procurement officer
- Can include external experts and suppliers



What do ecoteams do ?

- Organise the information flow
- Evaluate the existing situation
- Develop /look for realistic environmental and social criteria
- Follow the purchasing process
 - Draft the call for tender
 - Evaluate bids
 - Follow suppliers
- Define training contents
- Elaborate good practises for the users to reduce consumption

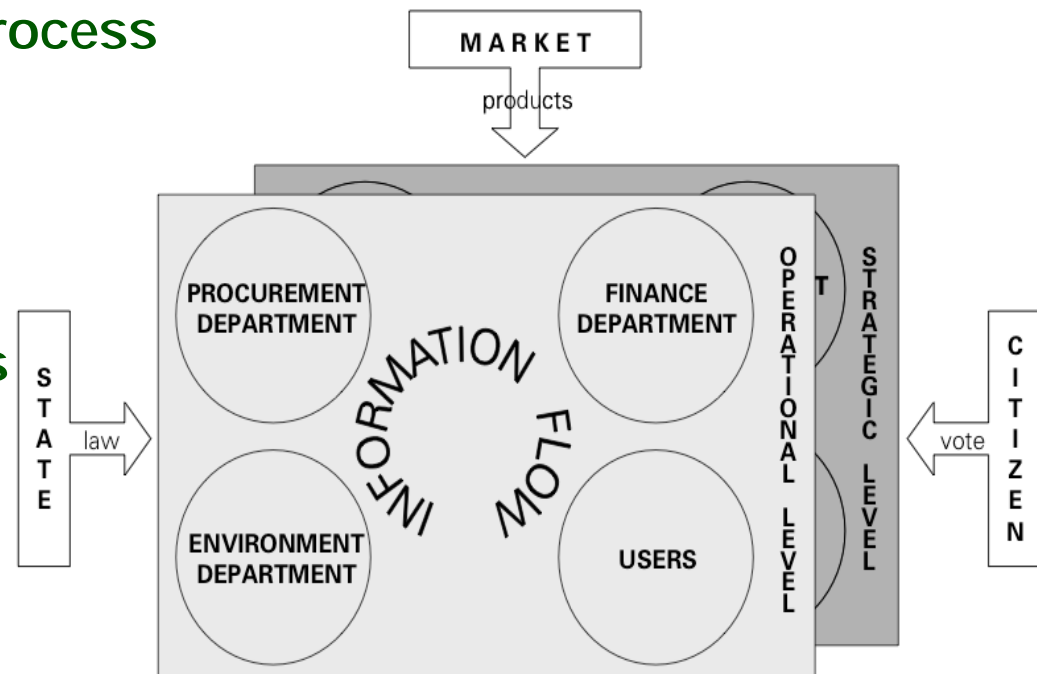


figure 4: actors in a procurement decision

Evaluate your purchasing practices

- Hurdles analysis - self evaluation tool for local authorities. Evaluate the potential barriers for the introduction of GPP :
 - Lack of aims and objectives
 - No regulations
 - Lack of knowledge (how to introduce GPP ?)
 - Lack information (on the availability of products, on the specifications, etc.)
 - Lack of incentive and sanction system
- What is the decision making process ?
- Is your purchasing process decentralised - mixed - centralised
- Which goods are bought by whom ?
- Public purchasing rules and practices :
 - < 5.500 euro
 - > 5.500 and 67.000 euro
 - > 67.000 euro

Evaluation of purchasings of products eg. for paper

- How much paper do we buy each year ?
- Do you set up call for tenders to buy paper or do you go to the corner shop ?
- What is the quality of the office paper
 - 50% to 100% recycled ?
 - Partly paper from sustainably harvested woods
 - Which ecolabels are on it ?
 - Are our copy machines ready to use recycled paper ?
- Define indicators in order to set objectives, benchmark with others, monitor and communicate progress
 - Our administration uses 20.000 DIN-A4 papers per year per employee
 - 85% of our paper is recycled paper



Green and/or Sustainable Procurement Policy

- How to increasingly take account of environmental / social issues in procurement activities, i.e. how sustainable purchasing performance will be improved
- Can be linked to your procurement procedures
- Essential content:
 - summary of overall aim
 - definition of scope
 - policy framework within which the strategy will be delivered
 - relationship with other strategies, e.g. business plan
 - long-term, medium-term and short-term, "SMART " objectives and targets
 - identification of responsibilities
 - period of review

Communicate a Green Purchasing Policy

To whom do we communicate :

- Employees (within purchasing dept & outside)
- Board
- Suppliers and contractors
- Citizen
- Other public administrations
- Any other stakeholder

How to communicate

- Posters
- Meetings / trainings
- Attached to call for tenders
- Published on websites

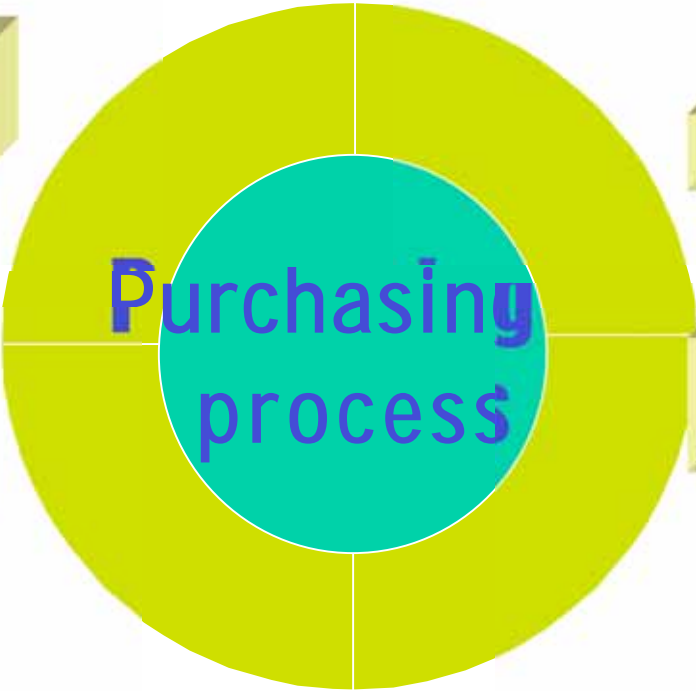




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How to organise a « green » public procurement process?

- Identify your need = subject matter of contract
- Technical specifications
- Selection criteria
- Award criteria
- Contract clauses

Before purchasing - defining the need

- What is the need ?
- Do we really need to buy something ???
- Which product or a service can answer the need ?
 - purchase a coffee machine or a hot drinks service?
 - purchase a new carpet or lease a floor-covering?
 - purchase a kitchen or a catering contract ?
 - purchase new fax machines or software to enable faxes to be sent and received from desktop computers?
 - purchase photocopiers or a reprographics service?
 - purchase contracts for waste collection or waste management?
 - lease cars or buy them ?

=> service contracts can use less resources and you can require Environmental Management Systems

Defining the subject of the tender

- The subject of the tender can already include some environmental specifications related to the product eg. for the purchase of :
 - Recycled paper or paper from sustainably harvested woods
 - Coffee, thee, juice from organic agriculture or fair trade
 - Multi fonctionnal printer (incl. Fax, intranet printing and photocopy machine)
 - Furniture stemming from sustainably harvested woods
- => Most transparent way to inform bidders

Technical specifications

- Defined
 - EITHER by reference to standards and the criteria of ecolabels
 - OR by reference to performance based or functional requirements
- => to allow tenders based on different kind of technical solutions, including environmental requirements

Technical specifications

What you can do with product contracts

- You can choose to take only some criteria from ecolabels (as a minimum requirement)
- Criteria or specifications **must** be directly related to the product or service you are buying
- « Include specifications related to the product »
 - Paper must be TCF -Totally Chlorine Free- ou ECF -Elementary Chlorine Free
 - Paper must be at least 50 % recycled
 - Paper pulp may come from **sustainably harvested woods**
- Choose exclusion criteria « the product **MUST NOT** contain » :
 - Paper **cannot contain synthetic polymers** or other toxic products classified under the EU directive 67/548/CEE
 - Paper **cannot contain glyoxal**
 - Paper cannot contain **EDTA or DTPA**

Technical specifications

What you **cannot** do with **product contracts**



- Directly ask for a product with ecolabel (but for a product meeting the requirements of an ecolabel OR equivalent)
- Ask for process performance (eg. for paper producers
 - Kg of waste during production phase
 - Emission to water, etc.
- Ask for ISO 14001/EMAS registration

What you can do with **service contracts**

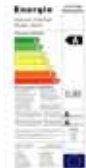


- Ask for ISO 14001/EMAS registration
- eg. For catering service which will have a waste management programme, water and energy consumption reduction, etc.

Selection of bids

Documents to ask to the bidder

- Either the bidder provides an ecolabel
- If not, he must provide **documents proving** his product met the technical specifications defined in the tender, like results of **official laboratory tests** showing his paper met all requirements of the tender or of an ecolabel
- Show he is compliant with environmental legislation
- **Only for service contracts** : show he has an environmental management system in place



Awarding of contracts

Awarding is depending on the purchasing process

- Weighting for eg.
 - 30 % for environmental performance (50 to 100% recycled paper)
 - 50% for the price (€€ to €€€€€)
 - 25 % for the product quality (ok for printers -DIN)
- If its only the price, make sure that technical criteria are so strict so that the price is the only criteria

!!!! You cannot give more points to an ecolabelled product !!!!

Contract clauses



Eg : return your packaging



Eg : use public transport

ON NE JETTE PLUS LE
MATERIEL INFORMATIQUE ! NOUS
PRÉFÉRONS LE DONNER A DES ASSOCIATIONS
COMME LA VOTRE...



EN BUS, C'EST
UN BASSE
CONSOMMATION...

Eg : return your used computer to recycle it (WEEE directive)

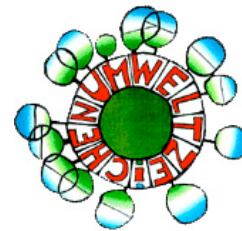


Eg : sort waste on-site

What to do when you don't need to publish an official a call for tender

- For purchasing under 5.500 euro :
 - Coffee, thee and drinks
 - Paper
 - Printer cardriges
 - Catering
 - Little furnitures
 - ...
- Depending of the size of your administration AND the structure of your purchasing (centralised, mixed, decentralised)
- Refer to ecolabels and specific criteria

Explore the jungle of ecolabels





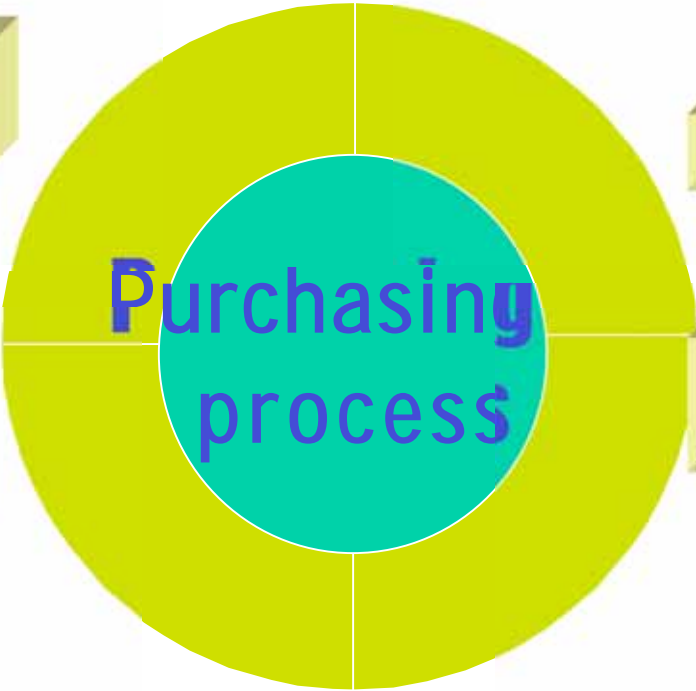
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GPP is also about changing behaviours and working practises

- Buying recycled paper isn't enough if you don't work on reducing consumption by training the staff to :
 - Print less
 - Communicate via intranet
 - Printing Recto/Verso and 2 per pages
 - ...
- Same for ecological cleaning products:
 - Train the cleaning team to use less products
 - Buy « dose » devices
- Work on trainings and awareness raising material



Training and awareness raising

- Train the purchasing department AND the users
 - General training on GPP, environment and sustainable development
 - On environmental criteria and specifications for purchasers
 - On the use and testing of new products for the users (eventually with the suppliers)
- Awareness raising :
 - Explanation guidelines (why, how, what can I do ?)
 - Database of criteria
 - Intranet, internal newspaper
 - Contact and e-mail of the responsible
 - Follow up and monitoring
 - Posters
 - Emails with tips « don't print this email is not needed »



External dialogue and partnership

- Communicate about your GPP and the progress you are making
- Dialogue and partnership with big suppliers and sectorial federations
- Networking and exchange of experiences :
 - Locally and regionally
 - At national level
 - At european level



Merci beaucoup

Dank U

Vielen Dank

Contact

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