



6. SPP Training Package

Training guide on Sustainable Public Procurement

SEPTEMBER 2014

Building SPP Publication

Scientific coordination:

Paula Trindade, Building SPP project coordinator, Researcher, LNEG

Authors:

Paula Trindade, Building SPP project coordinator, Researcher, LNEG

Ana Paula Duarte, Building SPP team, Researcher, LNEG

Antigone Dalamagas, Building SPP team, ERS

Polina Gkioka Building SPP team, ERS

With the participation of:

Leonor Sota, Building SPP team, Technician, LNEG

Ana Cortiçada, Building SPP team, Research Fellow, LNEG

Ivo Louro, Building SPP team, Research Fellow, LNEG

Philip Kirkitsos, Building SPP team, ERS

Konstantinos Georgiou, Building SPP team, EPTA

Andriana Stavrakaki, Building SPP team, EPTA

Patrícia Leão, Department of Finance and Management Control, LIPOR, Portugal

Ana Tenreiro, Department of Finance and Management Control, LIPOR, Portugal

Inês Inácio, Office for Audit, Sustainability and Quality, LIPOR, Portugal

Margarida Frade, Department of Environment and Sustainability, Torres Vedras Municipality, Portugal

Telmo Félix, Public Procurement and Patrimony Division, Torres Vedras Municipality

Sandra Pedro, Department of Environment and Sustainability, Torres Vedras Municipality, Portugal

Viriato Aguilar, Department of Planning, Finance and Logistics, Loures Municipality, Portugal

Rui Santos, Department of Planning, Finance and Logistics, Loures Municipality, Portugal

Rui Coutinho, Loures Municipality, Portugal

Makri Evangelia, Section transparency, planning, organisation and IT, Elefsina Municipality, Greece

Bartzoka Sissy, Technical department, Agia Municipality, Greece

Copyright: The Building SPP consortium, 2014. All rights reserved. No part of this publication can be reproduced in any form or by any means without written permission of Building SPP consortium.

Disclaimer: The sole responsibility for the content of this publication lies with the authors. It does not necessarily reflect the opinion of the European Communities. The European Commission is not responsible for any use that may be made of the information contained therein.

Contents

1.	Sustainable Public Procurement.....	1
1.1	What is SPP?	1
1.2	Why SPP?	2
1.2.1	Benefits of SPP.....	4
1.2.2	Challenges and obstacles of SPP	5
2.	The Building SPP project	7
2.1	Overview of the project.....	7
2.2	Goals and actions	8
2.2.1	Goals	8
2.2.2	Actions	9
2.3	Results and challenges.....	10
3.	Introduction to the SPP Training Package	12
3.1	Aim and scope	12
3.2	Target audience	12
3.3	How it works.....	13
4.	SPP legal framework.....	16
4.1	European framework.....	16
4.1.1	Treaty on the Functioning of the European Union.....	16
4.1.2	Policy instruments	17
4.1.3	EU Public Procurement Directives.....	20
4.1.4	Other relevant legislation	23
4.1.5	Case law rulings.....	26
4.2	Portuguese legal GPP/SPP framework.....	27
4.2.1	Public Contracts Code	28
4.2.2	National Public Procurement System	28
4.2.3	National Strategy for Green Public Procurement (2008-2010) ...	29
4.2.4	Other relevant legislation	29
4.3	Greek legal GPP/SPP framework.....	30
4.3.1	Greek Procurement Law	30
4.3.2	National e-procurement system - ESIDIS	31
4.3.3	Relevant regulations for public procurement in Greece.....	32
5.	Integrating sustainability in procurement procedures.....	34

5.1	Defining the need.....	34
5.2	Market involvement.....	35
5.3	Defining SPP criteria.....	36
5.4	Integrating SPP criteria in procurement procedures	41
5.4.1	Supplier selection	41
5.4.2	Technical specifications	42
5.4.3	Award and evaluating criteria.....	46
5.4.4	Contract performance clauses	48
5.5	Life-Cycle Costing (LCC).....	51
5.6	Reserved contracts.....	55
5.7	Joint procurement	56
6.	Tools for SPP	60
6.1	Environmental tools	60
6.1.1	EU GPP Toolkit	61
6.1.2	Ecolabels.....	63
6.1.3	Environmental Management Systems.....	83
6.1.4	Other environmental initiatives	87
6.2	Social tools.....	90
6.2.1	Social labels and other social initiatives	90
6.2.2	ILO conventions.....	108
6.2.3	Social Responsibility Systems	112
6.3	Tools for calculating Life-Cycle Costs (LCC).....	120
7.	Developing a SPP strategy: the SSP Toolbox	127
7.1	Introduction.....	127
7.2	Preparatory steps.....	127
7.3	Targets and SPP policy	128
7.4	Develop the action plan.....	128
7.5	Implement the action plan.....	128
7.6	Monitoring & Reporting	128
7.7	Revision.....	128
8.	SPP case studies.....	130
8.1	Introduction.....	130
8.2	Case studies	131
8.2.1	Case study 1 – municipality of Agia (Greece).....	131

8.2.2	Case Study 2 – Municipality of Elefsina(Greece).....	134
8.2.3	Case Study 3 – Loures Municipality (Portugal) Error! Bookmark not defined.	
8.2.4	Case Study 4 – LIPOR (Portugal)	139
8.2.5	Case Study 5 – Municipality of Torres Vedras (Portugal).....	142
	Bibliography.....	144

List of Figures

Figure 1 - Building SPP project's structure	8
Figure 2 - Building SPP project actions.....	9
Figure 3 – The PDCA cycle.	40
Figure 4 – The architecture of Environmental LCC	52
Figure 5 – SPP Toolbox structure	127

List of Tables

Table 1 - SPP Training Package structure	14
Table 2 - Description and relevance for GPP/SPP of the Treaty on the Functioning of the European Union.....	16
Table 3 - Policy instruments	17
Table 4 - New Procurement Directives and their relevance for GPP/SPP	20
Table 5 - Other relevant legislation for GPP/SPP.....	23
Table 6 - Case Law rulings	26
Table 7 - Portuguese legal framework documents and their relevance to GPP/SPP	27
Table 8 – Types of ecolabels	37

List of Sheets - Tools for GPP

Sheet 1 – EU GPP Toolkit	61
Sheet 2 – EU Ecolabel	64
Sheet 3 - Nordic Swan ecolabel	66
Sheet 4 - The Blue Angel ecolabel	67
Sheet 5 NF Environnement Mark.....	68
Sheet 6 - Milieukeur ecolabel.....	69
Sheet 7 - AENOR ecolabel	71
Sheet 8 - EU organic logo.....	72
Sheet 9 - Forest Stewardship Council	74
Sheet 10 - Energy Star certification.....	76
Sheet 11 - Eu Energy label.....	78
Sheet 12 - Energy Performance of Buildings Certification	80
Sheet 13 - EMAS.....	83

Sheet 14 - ISO 14000 Certification Schemes	85
Sheet 15 – ISO 50001 Certification Scheme	87
Sheet 16 - Product Environmental Footprint	88
Sheet 17 – Fair Trade label	90
Sheet 18 – Ethical Trading Initiative	93
Sheet 19 – 4C Association	95
Sheet 20 - Bonsucro	97
Sheet 21 – GoodWeave	99
Sheet 22 – Rainforest Alliance	100
Sheet 23 – Union for Ethical Bio Trade	103
Sheet 24 – UTZ certification.....	104
Sheet 25 – Equitable Origin	106
Sheet 26 – ILO Declaration on Fundamental Principles and Rights at Work..	108
Sheet 27 – ISO 26000	112
Sheet 28 – NP 4459	115
Sheet 29 – SA 8000	117
Sheet 30 – Swedish Competition Authority LCC Tools.....	120
Sheet 31 - SMART SPP LCC – CO ₂ Tool	121
Sheet 32 – DEEP's LCC Tool	123
Sheet 33 – Clean Vehicles Portal	124
Sheet 34 – Buy Smart+ LCC Tools	125

List of Abbreviations

APA	- Portuguese Environmental Agency
CO ₂	- Carbon Dioxide
EC	- European Commission
EEA	- European Environment Agency
EFP	- Environmental Footprint of Products
EMAS	- European Eco-management and Audit Scheme
ENDS	- National Strategy for Sustainable Development (Portugal)
EPBD	- Directive 2010/31/UE on the energy performance of buildings
ESIDIS	- National Electronic System for Public Procurement (Greece)
eSPap	- Shared Services Authority in Public Administration (Portugal)
ETI	- Ethical Trading Initiative
EU	- European Union
EMS	- Environmental Management System
FSC	- Forest Stewardship Council
GPP	- Green Public Procurement
ICT	- Information and communication technologies
ILO	- International Labour Organisation
ISO	- International Standards Organisation
JP	- Joint Procurement
JRC IES	- European Commission's Joint Research Centre
LCC	- Life-cycle costing
LIPOR	- Intermunicipal Waste Management of Greater Porto
LNEG	- Laboratório Nacional de Energia e Geologia
MEAT	- Most economically advantageous tender
MSDS	- Material safety data sheet
NAP	- National Action Plans
NGO	- Non-governmental organisation
OJEU	- Official Journal of the European Union
PDCA	- Plan-Do-Check-Act cycle
PNAEE	- National Action Plan for Energy Efficiency (Portugal)
PNAER	- National Action Plan for Renewable Energy (Portugal)
SAN	- Sustainable Agriculture Network
SMEs	- Small and medium-sized enterprises
SPP	- Sustainable Public Procurement
TFEU	- Treaty on the Functioning of the European Union
UEBT	- Union for Ethical BioTrade
VOC	- Volatile organic compounds
WEEE	- Waste of electrical and electronic equipment

1. Sustainable Public Procurement

Framework

Sustainable Public Procurement (SPP) means the purchase of products, services and works by public organisations, integrating economic, environmental and social considerations at all stages of the procurement process, using a life cycle perspective.

Public authorities are major consumers in Europe, spending some 2 trillion Euros each year - 19% of European Union's GDP (ICLEI, 2007), thus it is very important to set an example by including environmental and social criteria in their procurement processes. By using their purchasing power to acquire more sustainable goods, services and works, they can make an important contribution to local, regional, national and international sustainability goals (ICLEI, 2007).

As well it may have a significant impact on the market by reducing the price of "sustainable products" through increased supply and demand. In other words, when there is more demand for a certain type of product the price falls. Public authorities through their purchasing power can act as a driver for opening the market for sustainable products and services.

Main topics addressed

Concept of sustainable public procurement, its importance at organisational, national and global level, the benefits, challenges and obstacles.

1.1 What is SPP?

Sustainable Public Procurement (SPP) means the purchase of products, services and works by public organisations, integrating economic, environmental and social considerations at all stages of the procurement process, using a life cycle perspective.

Thus SPP includes the following dimensions:

- **Economic**: the costs of products and services over their entire life cycle, such as: acquisition, maintenance, operation and end-of-life costs (including waste disposal), quality, availability and functionality, among others;
- **Social**: social justice and equity; safety and security; human rights and employment conditions, among others;
- **Environmental**: emissions to air, land and water, climate change, biodiversity, natural resources use and water scarcity, over the whole product life cycle, among others.

1. Sustainable Public Procurement

Take note that the life cycle of a product or service includes all activities and processes, ranging from the extraction of raw materials and processing materials, through manufacture, distribution and use to the final deposition of waste.

In summary, SPP means making sure that the products and services that your organisation buys are as sustainable as possible – with the lowest environmental and most positive social impact (ICLEI, 2007).

Box 1

Examples of sustainable contracts

- Energy efficient computers
- Low energy buildings and Nearly zero energy buildings - nZEB (mandatory for new public buildings and major renovation projects, from 1 January 2019; and for all buildings, from 1 January 2021)
- Office furniture from sustainable timber
- Recycled paper
- Electric vehicles
- Organic foods
- Electricity from renewable energy sources
- Occupational clothing with social criteria throughout the product chain

1.2 Why SPP?

One of the main goals and needs of our society is that consumption and production patterns become more sustainable. Making a purchasing decision is an individual act but with implications for society and the environment, i.e., depending on our decision, we are contributing or not to sustainability.

In this context, the decision-making concerning a purchase should be the most appropriate in economic, environmental and social terms, i.e. priority should be given to Sustainable Procurement.

SPP can act as a main driver for change in the production-consumption binomial: with a greater demand for environmentally friendly and socially responsible products and services, the market is encouraged to change in order to provide more and better products and eco-efficient services.

Thus, SPP can be a major driver for innovation, providing industry with real incentives for developing green/sustainable products and services, especially in sectors where public procurers represent a large share of the market, e.g. construction, health services or public transport (European Commission, 2011).

At local, regional and global levels SPP can contribute to protect human health, promote fair working conditions, promote social enterprises and local

1. Sustainable Public Procurement

skills, reducing soil, water and air pollution. SPP may also enhance the role of the local market by creating new jobs and a more sustainable circular economy.

Box 2

Acquisition of cleaning products, paper, inks - Urban Community of Dunkirk, France

The aim is to use products with ecological and social characteristics.

1. Requested eco-friendly products from its usual suppliers.

Results:

- ✓ 20 suppliers of recycled paper were contacted;
 - ✓ Offers included different types of recycled paper with 50-100% recycled materials;
 - ✓ Suppliers did not know ecolabels and indicated that recycled paper is more expensive, which is not always the case.
2. Inform and educate employees of the objectives and their changing role;
 3. Test samples of eco-efficient products for a few months to evaluate its efficiency and ease of use, and compare it with the traditional product;
 4. Prepare a report with the test results;
 5. Introduce a procedure for the purchase, in order to replace progressively conventional products by more eco-efficient ones;
 6. Report the results on the Municipal Bulletin (Plas & Erdemenger, 2000) .

At organisational level, SPP may provide mid to long term financial savings for public authorities, while promoting environmental protection, if a life cycle costs (LCC) approach is considered, i.e. not only considering the cost of acquisition, but also the cost of maintenance, costs of energy or water consumption, insurance, etc. in the use phase and end of life costs.

Knowledge of the total costs of ownership may result in the purchase of a product/service that uses less electricity or water, lasts longer or incorporates recycled/recyclable materials. In this way, even though it might have a higher cost of acquisition it will have a lower cost at the end.

Authorities that implement SPP will be better adapted to meet evolving environmental and social challenges, such as the reduction of greenhouse gas emissions, energy efficiency, decent work conditions, employment opportunities, social and labour rights, social inclusion, accessibility and design for all, ethical trade and human rights, among others.

1. Sustainable Public Procurement

Box 3

Acquisition of LED public lighting, Village of Cascais, Portugal



The SMART SPP project - Innovation through sustainable procurement (2008-2011), promoted the introduction of new innovative low-carbon technologies, encouraging participation and dialogue between buyers and suppliers. This is a European initiative funded by the Intelligent Energy program, which had ICLEI (Local Governments for Sustainability)) as coordinator. As partners in the project, the Cascais Energy Agency, the Municipality of Cascais and LNEG applied in practice the SMART-SPP methodology for the purchase of energy-efficient LED street lighting, as 79% of the energy consumed in the village of Cascais was for street lighting (2005). The municipality launched a market consultation, involving 11 LED lighting suppliers in order to meet the technical and environmentally appropriate solution. The involvement of suppliers in the pre-procurement phase was found to be very important for developing appropriate sustainability criteria for the purchase of innovative products, avoiding the use of more complex tendering processes, saving resources and time.

In addition, the pilot facility has shown it can obtain an energy saving of about 30% by simply replacing conventional lighting by LED (Estevan *et al.*, 2011).

.

1.2.1 Benefits of SPP

The main benefits of Sustainable Public Procurement are presented below.

Financial savings

The purchasing of low-energy, water saving and resource efficient products/equipment, services and buildings can help to significantly reduce utility bills and operating costs (one should keep in mind the life cycle costs - LCC) and to achieve higher levels of sustainability for the same money, due to quality improvement of products and services acquired.

Also, the procurement of environmental friendly products can lower waste management fees and reduce spending on pollution prevention (ICLEI, 2007).

Organisational benefits

SPP can improve the efficiency and transparency in the procurement process and associated structures, improving public image and increasing legitimacy of the organisation. It allows to achieve environmental and social goals of the organisation, increases cooperation and efficiency among organisations' departments/services (financial, environmental, maintenance, etc.) and encourages a more open discussion within the organisation.

Achieving local environmental, health and social goals

Key social issues such as working conditions and integration of minority groups can be addressed through procurement, particularly through the

1. Sustainable Public Procurement

procurement of services (ICLEI, 2007). Sustainable procurement can also be a very effective approach for achieving environmental goals. For example, the use of low-emission buses and fleet cars can improve local air quality. Supplying organic food in canteens of schools provides healthier conditions for children.

Driving innovation

Working with your regular local suppliers to encourage environmental innovative approaches and providing potential markets for such products can help to give these suppliers a competitive advantage nationally and internationally (ICLEI; 2007), as well as guide the market towards more sustainable and innovative products.

Contribution to global sustainability

Sustainable procurement helps to reduce greenhouse gas emissions and deforestation, reduces poverty and improves working conditions in the developing world. For example, contracting green electricity can reduce CO₂ emissions and buying fair trade products encourages best environmental and social practices in less developed countries.

In summary, SPP has great potential to:

- Guide the market towards more sustainable and innovative products;
- Contribute actively to the protection of the environment/society;
- Influence the behaviour of organisations and individuals;
- Promote the collaboration between purchasers and suppliers.

1.2.2 Challenges and obstacles of SPP

The main challenges and obstacles are presented below.

✓ Undemanding market

Public organisations remain relatively undemanding. It is very important that public and semi-public organisations lead by example, as they can influence a market shift towards the supply of more sustainable products and services. This can be overcome through awareness raising among procurers and providing information about sustainable products and services.

✓ Lack of sustainable alternatives for buyers

There is still a lack of sustainable products and services in the market and, where alternatives exist, buyers/consumers have trouble making a choice. This is mainly due to a lack of knowledge and also to a wide variety of existing environmental labels and statements that create misunderstanding in choosing a product or service. This can be overcome through awareness raising among procurers and providing information about environmental and social labelling.

1. Sustainable Public Procurement

✓ **Higher upfront costs**

Sustainable products and services may have higher upfront costs than conventional products, thus a change of the "purchase price only" mind-set is needed. Providing simple information on the financial benefits of using a life-cycle costing approach can help to overcome resistance (ICLEI, 2007).

✓ **Lack of knowledge**

A major hurdle for the widespread use of sustainable procurement practices is a lack of knowledge among procurers on how to achieve it. Training on how to incorporate environmental and social criteria is crucial for acquiring more sustainable products and services.

✓ **Uncertainty regarding real environmental impacts of products**

Many procurement professionals do not know how to select the best product/service to purchase due to a lack of knowledge about the real environmental impacts of products/services. Provide training and information about environmental impacts of products and services to procurers can contribute to overcome this obstacle.

✓ **Lack of market involvement**

Suppliers are reluctant to bring in new products/services which lack a clearly defined market. Public procurers need to work with the existing suppliers to help shape the accessibility of sustainable products and services to the market. This should be done in cooperation with both procurers and suppliers, to help prepare and adapt the market to shifts in demand for more sustainable products and services.

2. The Building SPP project

Framework

The Building SPP project was born from the need for wide dissemination and implementation of SPP in Portugal and Greece. In these two countries, the public sector is a major consumer, with potential to stimulate the industry to develop new and better technologies and also to encourage innovation in both products and services.

This project had several innovative aspects:

- The establishment of a Portuguese and a Greek network of procurers;
- Training sessions to build SPP capacity in Portugal and Greece;
- Participation of suppliers in the definition of environmental and social criteria (market involvement);
- Development of two tools: SPP Toolbox and SPP Training Package;
- Pilot projects in 5 local authorities (3 Portuguese and 2 Greek);
- Recommendations to the Portuguese and Greek Green Public Procurement (GPP) Action Plans and SPP policies in general.

Main topics addressed

This chapter presents the overview of the project Building SPP, its goals and actions, main results and challenges.

2.1 Overview of the project

The project Building SPP - Capacity Building in Sustainable Public Procurement (2010-2014) was funded by LIFE+¹ Programme and aimed to develop and implement activities that result in the promotion and mainstreaming of sustainable procurement practices in the municipalities of Portugal and Greece.

The project tested approaches to develop a procurement strategy that takes into account and contributes to the targets of all relevant policies that a given public authority is committed to, through the application of pilot activities. The project also aimed to enhance awareness, networking and training among procurers and suppliers for sustainable procurement.

¹ <http://ec.europa.eu/environment/life/index.htm>

2. The Building SPP project

Main blocks of the project are:

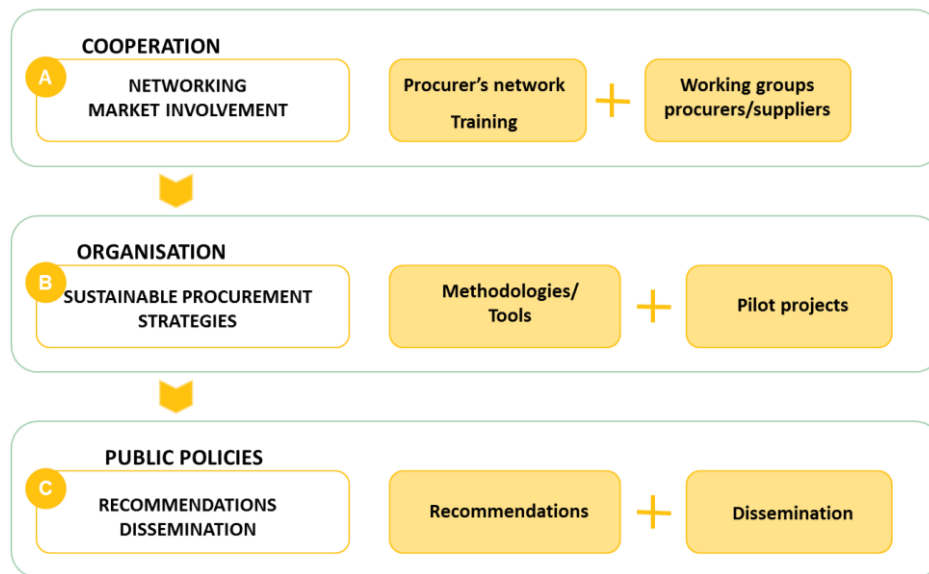


Figure 1 - Building SPP project's structure

The project was mainly focused on public authorities, but other organisations from central administration were also targeted. It was a multi-partner initiative which involved experts from organisations in Portugal and Greece. Further information on these organisations is available on the webpage: www.building-spp.eu.

2.2 Goals and actions

2.2.1 Goals

The project's main goal was to build capacity in Sustainable Procurement in Portugal and Greece through:

1. Assisting public authorities in putting in place a procurement strategy in line with their economic, social and environmental policies;
2. Encouraging cooperation among public procurers and
3. Promoting a greater market engagement between public procurers and suppliers.

A central task of the Building SPP project was the development of a network to allow public, central or local organisations to exchange information, best practices and to have access to training activities on Sustainable Procurement.

2. The Building SPP project

2.2.2 Actions

The project activities could be aggregated into the following blocks:

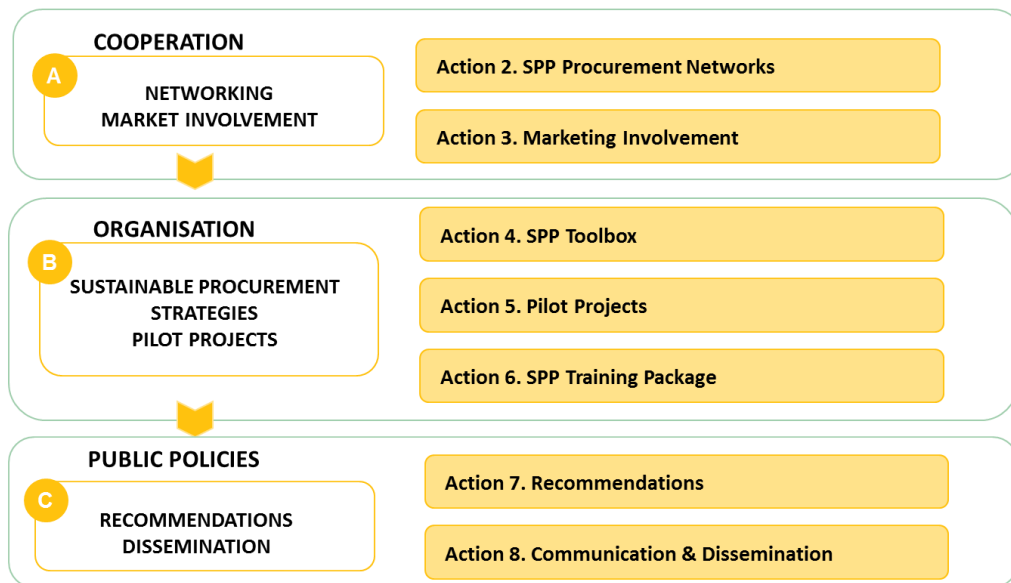


Figure 2 - Building SPP project actions

Action 2 - SPP PROCUREMENT NETWORKS

Establishment of SPP procurement networks in Portugal and Greece in order to provide:

- ✓ Exchange of practical experiences;
- ✓ Capacity building in SPP among public procurers and other technicians;
- ✓ Awareness of SPP benefits among public authorities' top managers;
- ✓ Dissemination of best practices.

Action 3 - MARKET INVOLVEMENT

Promoting a greater market engagement between public procurers and suppliers, as well as the discussion on environmental and social criteria to include in procurement procedures.

Within this action the following activities have taken place:

- ✓ Definition of priority products and services, key suppliers identification;
- ✓ Establishment of working groups for specific products;
- ✓ Discussion of procurement criteria and verification.

Action 4 - SPP TOOLBOX

Development of a step-by-step tool to guide local authorities and public organisations in the development of Sustainable Procurement at strategic

2. The Building SPP project

and operational level, in line with economic, social and environmental policies of the organisation and putting market involvement into practice.

Action 5 - PILOT PROJECTS

Testing the SPP Toolbox in 5 local authorities in Portugal and Greece.

Action 6 - SPP TRAINING PACKAGE

Development of training material on Sustainable Procurement targeted to top management politicians, procurer's officers and officers from other departments.

Action 7 - RECOMMENDATIONS

Recommendations to the Portuguese and Greek Green Public Procurement (GPP) Action Plans and SPP policies in general.

Action 8 - COMMUNICATION AND DISSEMINATION

Achieve high visibility of the project work and outcomes on local, regional and international levels.

2.3 Results and challenges

The project had important results for Sustainable Procurement in Portugal and Greece at cooperation, organisational and public policies levels.

At cooperation level, the exchange of experiences between procurers was enhanced through the establishment of national sustainable procurement networks – the Procura+ Portugal network, with the participation of 33 public organisations and the Procura+ Greece network, with 114 representatives from local authorities and relevant stakeholders. The networks' activities included regular meetings, thematic workshops, selected discussion topics and procurers training sessions. In order to allow exchange of good practices, the Good Practices Catalogue has been developed and currently includes 22 good SPP practices from Portugal and 8 from Greece.

Market involvement activities, with the aim of exploring cooperation between procurers and suppliers were set. The focus was to identify the preparedness level of the Portuguese and Greek market sector vis-a-vis with the EU GPP sets of criteria and also social criteria for the following products and services: copying and graphic paper, cleaning products and services, office IT, copy and printing equipment, food and catering services. Additionally, Portugal has studied construction and Greece energy using products (street lighting).

The Building SPP project aimed for the application of Sustainable Procurement at organisation level. For this end, a step-by-step tool – the SPP Toolbox – to guide local authorities and public organisations in the development of Sustainable Procurement at strategic and operational level

2. The Building SPP project

was developed, complemented by training material – the SPP Training Package.

The SPP Toolbox was applied in practice in 5 local authorities: in Portugal, Municipality of Torres Vedras, Municipality of Loures and LIPOR – Intermunicipal Waste Management of Greater Porto; in Greece, Agia Municipality and Elefsina Municipality. During these pilot projects, all 5 local authorities developed a sustainable procurement policy, a sustainable procurement action plan, training, sustainable procurement tenders, market involvement activities and monitoring and reporting.

In total, sustainable criteria were developed for 9 tenders, namely: pest control services, textiles (uniforms) and school meals for Torres Vedras; surveillance services, school transportation and pest control services for Loures; cleaning services for LIPOR; public lighting for Agia and Elefsina.

At public policies' level, stakeholder consultation has been done during project duration, in order to develop recommendations to the Portuguese and Greek Green Public Procurement Action Plans and SPP policies in general.

3. Introduction to the SPP Training Package

Framework

The SPP Training Package complements the SPP Toolbox and is addressed to procurer's officers and other technicians, presenting them all the necessary information on how to implement SPP inside their organisation.

The SPP Training Package guide was developed through the experience gained during the implementation of the Building SPP project. The SPP Package mostly targets local and regional public authorities but also central governmental bodies, where the law on public procurement applies.

In this guide, someone may find all the relevant legislation in EU, Portugal and Greece, as well as a step by step analysis on how to implement SPP, including success stories of the Building SPP project.

Main topics addressed

- ✓ Aim and scope of the SPP Training Package;
 - ✓ Target audience;
 - ✓ How it works.
-

3.1 Aim and scope

The SPP Training Package is a useful and simplified guide that was developed through the experience gained during the implementation of the Building SPP project. It was designed with the objective of giving to procurer's officers and other technicians that direct or indirectly deal with public procurement the necessary information to develop procurement actions with sustainable criteria and to build a Sustainable Procurement Strategy in their organisations. It intends to complement the SPP Toolbox with all necessary information on Sustainable Procurement.

The SPP Training Package targets local and regional public authorities and also central governmental bodies, where the law on public procurement applies. In this guide, someone may find all the relevant legislation in EU, Portugal and Greece, as well as information on how to implement SPP, including success stories of the Building SPP project and more.

3.2 Target audience

This guide was especially developed to address all relevant public procurement stakeholders. Inside an organisation, there are several departments that are involved during the procurement phase. In most cases, the procurement department is responsible for the tendering procedure and the issuing of the relevant tender documents, as well as the monitoring of the entire process. However, the technical department which has the need for

3. Introduction to the SPP Training Package

procurement is usually responsible for the definition of the product or service to procure and the technical specifications. Additionally, the financial department is also involved, as the financial part of the tender is an important one. And finally, the involvement and awareness of the top management is of most importance to enable the development of tenders with sustainable criteria.

Taking into account all the above mentioned, this guide is addressed to:

- Procurement officers;
- Officers from other departments;
- Top managers and politicians,

belonging to local authorities, regional authorities and central government bodies.

3.3 How it works

The SPP Training Package presents advice on how public authorities can make their procurement activities more sustainable.

Keeping in mind that a number of guides on SPP and GPP have already been developed by various organisations, chapters 1 and 5 were written based on the following guides: "Buying green! A handbook on green public procurement" and "Buying Social – A Guide to Taking Account of Social Considerations in Public Procurement" from the European Commission, and the "Procurat+ Manual – A Guide to Cost-Effective Sustainable Public Procurement" from ICLEI.

Following the presentation of Sustainable Public Procurement (chapter 1), Building SPP project (chapter 2), the legal framework and how it works in chapter 4, the next step is to learn how to implement SPP in the organisation. In chapter 5, the reader may find the necessary steps to do that. Moreover, the user should define and assess the "market" that is the main part of this equation, especially the "local market", which is more vulnerable and has more difficulty in meeting sustainable criteria, in terms of social, economic and environmental aspects. This chapter also explains how to define and integrate SPP criteria, step by step, along the procurement process. For a better understanding, each step contains successful case studies from local authorities participating in the project.

In order to implement SPP, there are several useful tools, presented in chapter 6 on this guide, including LCC tools for calculating life cycle costs and CO₂ emissions of products and services. This chapter also presents a comprehensive list of available environmental and social labels.

Throughout project implementation, a methodology for the implementation of a SPP Strategy within an organisation was developed, which was the basis for the SPP Toolbox. The main steps for the SPP Strategy are presented in chapter 7.

3. Introduction to the SPP Training Package

Finally, selected case studies, which illustrate success stories implemented both in Portugal and Greece, are presented in chapter 8.

The SPP Training Package is structured into 8 chapters that are relevant for the implementation of SPP, as can be seen in the following table:

Table 1 - SPP Training Package structure

Chapter	Contents
1. Sustainable Public Procurement (SPP)	Introduces the concept of sustainable public procurement, its importance at organisational, national and global level, the benefits, challenges and obstacles of SPP.
2. The Building SPP project	Overview of the Building SPP project, its goals and actions, main results and challenges.
3. Introduction to the SPP Training Package	Introduces the SPP Training Package and presents: <ul style="list-style-type: none">• Aim and scope;• Target audience;• How it works.
4. SPP Legal Framework	European framework, including the Treaty of the European Union, SPP policy instruments, the EU public procurement directives, case law rulings and other relevant legislation. It also includes a summary of the Portuguese and Greek framework.
5. Integrating Sustainability in Procurement Procedures	Presents the main steps to integrate sustainability in procurement procedures, namely the definition of the need, the definition of SPP criteria, supplier selection, technical specifications, award criteria and contract performance clauses. The chapter also refers joint procurement and how to involve the market.
6. Tools for SPP	Tools for calculating Life-Cycle Costs and CO ₂ Emissions of products and services. Ecolabels for several product and services categories. Social labels that apply to organisations, products or service contracts.
7. Developing a SPP Strategy: The SPP Toolbox	Presentation of the SPP Toolbox, developed in the Building SPP project and based on practical experience to help local authorities to define a Procurement Strategy.
8. Case Studies on SPP	Case studies in Portugal and Greece that illustrate good practices in Sustainable Public Procurement.

3. Introduction to the SPP Training Package

This guide contains information that can be used both by less and more experienced technicians in SPP.

Less experienced technicians in SPP should focus on chapters 1-5, while more experienced technicians could concentrate on chapters 6-8, that focus more analytically on SPP and the relevant tools that will enhance the role of environmental and social criteria in the procurement process, as well as in the development of a Sustainable Procurement Strategy.

The SPP Training Package contains useful innovative material for Sustainable Public Procurement, e.g. LCC tools and CO₂ estimation tools, as well as a comprehensive list of environmental and social labels.

More information can be found at the Building SPP project website: www.building-spp.eu.

4. SPP legal framework

Framework

In order to implement Sustainable Public Procurement, it is important to assess the legal framework for public procurement and sustainable development both at national and European level. This chapter introduces the legal framework in EU, Portugal and Greece.

Main topics addressed

Presentation of the European framework, including the Treaty of the European Union, policy instruments, the EU public procurement directives, case law rulings and other relevant legislation. It also includes a summary of the Portuguese and Greek framework.

4.1 European framework

In this section a compilation of the main European policy and legal documents regulating or relevant for public procurement and specifically for Green Public Procurement (GPP)/Sustainable Public Procurement (SPP) can be found.

For each document a general description and its relevance for SPP is presented.

4.1.1 Treaty on the Functioning of the European Union

Table 2 - Description and relevance for GPP/SPP of the Treaty on the Functioning of the European Union

Document/description	Relevance for GPP/SPP
Treaty on the Functioning of the European Union (TFEU)	Principles applicable in the field of procurement have been developed: transparency, equal treatment, proportionality and mutual recognition.
Sets out the basic principles of free movement of goods, services, capital and people, along with a prohibition on discrimination based on nationality.	Public authorities need to observe these principles when implementing GPP/SPP, as in all areas of procurement. These principles are of broader application than the directives, i.e. procedures which are excluded from or fall below the thresholds for application of the directives must still be awarded in accordance with these principles.

4. SPP legal framework

4.1.2 Policy instruments

Table 3 - Policy instruments

Scope	Document/description	Relevance for GPP/SPP
General	EC Communication COM (2010) 2020 final – “EUROPE 2020: A strategy for smart, sustainable and inclusive growth”.	<p>Europe 2020 is the European Union's ten-year growth and jobs strategy.</p> <p>The objectives of the strategy are supported by seven ‘flagship initiatives’ providing a framework through which the EU and national authorities mutually reinforce their efforts in areas supporting the Europe 2020 priorities such as innovation, digital economy, employment, youth, industrial policy, poverty, and resource efficiency.</p> <p>A wider use of GPP is encouraged as a way to achieve more energy efficiency and foster the market uptake of innovative products.</p> <p>http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=COM:2010:2020:FIN:EN:PDF</p>
Environment	EC Communication COM/2011/0899 final - “Eco-innovation Action Plan (EcoAP)”	<p>The successor of ETAP. Consists of a comprehensive set of initiatives to improve the market's uptake of eco-innovation.</p> <p>Aims to address the barriers – such as market uncertainty and worries about return on investment – that hinder the development of environmental technologies.</p> <p>Refers to the role of GPP for promoting eco-innovation, namely through networks of public- and private-sector procurers and purchasers to test and develop tender specifications.</p> <p>http://eur-lex.europa.eu/legal-content/EN/ALL/?uri=CELEX:52011DC0899</p>
	EC Communication COM(2008) 397 final – “Sustainable Consumption and Production and Sustainable Industrial Policy Action Plan”	<p>Presents the EC strategy for an integrated approach to further sustainable consumption and production and to promote its sustainable industrial policy.</p> <p>The core of the action plan is to improve the energy and environmental performance of products through a number of legal schemes that will be used to establish a harmonised base for public procurement and incentives provided by the EU and its Member States.</p> <p>http://ec.europa.eu/environment/eussd/pdf/com_2008_397.pdf</p>

4. SPP legal framework

Table 3 - Policy instruments

Scope	Document/description	Relevance for GPP/SPP
Environment	EC Communication COM(2008) 400 – “Public Procurement for a better environment”	<p>Provides guidance on how to reduce the environmental impact caused by public sector consumption and how to use GPP to stimulate innovation in environmental technologies, products and services.</p> <p>It was accompanied by staff working documents that provide useful guidelines for public authorities on the definition and verification of environmental criteria, tools for stimulating GPP and examples for a number of product groups.</p> <p>http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=COM:2008:0400:FIN:EN:PDF</p>
	EC Communication COM(2003) 302 final - Integrated Product Policy - IPP	<p>Encourages Member States to draw up publicly available National Action Plans (NAPs) for greening their public procurement.</p> <p>The NAPs should contain an assessment of the existing situation and ambitious targets for the next three years, specifying what measures will be taken to achieve them. The NAPs are not legally-binding but provide political impetus to the process of implementing and raising awareness of Green Public Procurement. They allow Member States to choose the options that best suit their political framework and the level they have reached.</p> <p>The document National GPP Action Plans (policies and guidelines) contains a comprehensive overview of the status in the 27 EU Member States. (http://ec.europa.eu/environment/gpp/)</p>
	EC Communication COM(2001) 274 final – Integrating environmental considerations into public procurement	<p>Aims to clarify the range of possibilities under the existing Community legal framework for integrating environmental considerations into public procurement.</p> <p>http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=COM:2001:0274:FIN:EN:PDF</p>

4. SPP legal framework

Table 3 - Policy instruments

Scope	Document/description	Relevance for GPP/SPP
Social	EC Communication COM(2009) 215 final – “Contributing to Sustainable Development: The role of Fair Trade and non-governmental trade-related sustainability assurance schemes”	Examines a number of issues related to the use of Fair Trade and other private sustainability assurance schemes by public authorities, including in tendering. Offers guidance on how contracting authorities may use such schemes within the EU procurement rules. http://trade.ec.europa.eu/doclib/docs/2009/may/tradoc_143089.pdf
	EC Communication COM(2001) 566 – “Integrating social considerations into public procurement”	Aims to clarify the range of possibilities under the existing Community legal framework for integrating social considerations into public procurement. http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=COM:2001:0566:FIN:EN:PDF
Innovation	EC Communication COM(2007) 799 final – “Pre-commercial Procurement: Driving innovation to ensure sustainable high quality public services in Europe”	Pre-commercial procurement is an approach which may be useful in developing technologies, products or processes to meet the environmental objectives identified by a public authority. The Communication, along with an accompanying staff working document (SEC/2007/1668), offer advice on how this can be done in accordance with the EU rules on procurement and state aid. http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=COM:2007:0799:FIN:EN:PDF
	EC Communication COM(2007) 860 final – “A lead market initiative for Europe”	European policy for 6 important sectors that are supported by actions to lower barriers to bring new products or services onto the market: eHealth, protective textiles, sustainable construction, recycling, bio-based products and renewable energies. As public sector is a significant purchaser in each of these lead markets, specific resources have been funded under this initiative to assist in the procurement of innovative and/or more sustainable solutions from these markets. http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=COM:2007:0860:FIN:en:PDF

4. SPP legal framework

4.1.3 EU Public Procurement Directives

In 2014, the European Council and the European Parliament adopted the new public procurement directives aimed at clarifying, simplifying and modernising existing European legislation on public procurement.

This section provides a brief overview of the new procurement directives (2014/23/EU; 2014/24/EU; 2014/25/EU) that came into effect in early 2014. Table 4 addresses the main changes to the procurement package directives vis-a-vis the older ones in effect to date in relation to GPP/SPP. A more extensive analysis of Directive 2014/24/EU of 26 February on Public Procurement is provided further in this section.

Table 4 - New Procurement Directives and their relevance for GPP/SPP

Document/Description	Relevance for GPP/SPP
New Procurement Directives:	The new rules will contribute to the implementation of the Europe 2020 Strategy for a greener, more social, innovative and inclusive economy, through:
❖ Directive 2014/24/EU of 26 February - on public procurement and repealing Directive 2004/18/EC	New criterion of the "most economically advantageous tender" (MEAT) in the award procedure will allow public authorities to put more emphasis on quality, environmental, social or innovation considerations, while still taking into account the price and life-cycle-costs of what is procured. Introduction of the concept of "life cycle costing", encouraging public authorities to consider the full life-cycle of products in their purchasing decisions (will include internal costs and costs imputed to environmental externalities, like CO ₂ footprint). Possibility of taking into account criteria linked to the production process of the works, services or supplies to be purchased in the award decisions.
❖ Directive 2014/25/EU of 26 February - on procurement by entities operating in the water, energy, transport and postal services sectors and repealing Directive 2004/17/EC of 31 March	Possibility to require that works, supplies or services bear specific labels certifying environmental, social or other characteristics, as long as only the criteria and characteristics of the label which are linked to the subject-matter of the contract are required and that equivalent labels are accepted. Extension of the current contracts reservation in favour of sheltered workshops to economic operators whose main aim is the social and professional integration of disabled and disadvantaged workers. The minimum required percentage of disabled or disadvantaged employees is reduced from 50% to 30%.
❖ Directive 2014/23/EU of 26 February - on the award of concession contracts	Tougher rules on subcontracting, to fight social dumping and ensure that workers' rights are respected. Easier access for SMEs, through simplification of the bidding procedure and encouragement of the division of contracts into lots to make it easier for smaller firms to bid. New "innovation partnership" will allow public authorities to call for tenders to solve a specific problem without pre-empting the solution, thus leaving room for the contracting authority and the tenderer to come up with innovative solutions together.

4. SPP legal framework

The Directive 2014/24/EU on Public Procurement was adopted on 26th February 2014. It is the main procurement legislation for the EU. Member States must harmonize their legislation with this Directive by April 2016, when Directive 2004/18/EC of 31 March will be repealed. The directive addresses all aspects of public procurement, providing provisions for the inclusion of environmental and social considerations into public procurement. Among various points addressed, it mentions several times that “it is of utmost importance to fully exploit the potential of public procurement to achieve the objectives of the Europe 2020 strategy for smart, sustainable and inclusive growth” (par. 95). The directive also states that “research and innovation, including eco-innovation and social innovation are considered to be main drivers of future growth...” (par. 47). The directive also sets-out to insure that contracting authorities can contribute to sustainable development and environmental protection by obtaining the best value for money for their contracts. This directive clarifies how the contracting authorities can contribute to the protection of the environment and the promotion of sustainable development, providing a non-exhaustive list of possible award criteria including environmental and social aspects.

Paragraph 97 of the directive further goes on to say that:

“(...) with a view to the better integration of social and environmental considerations in the procurement procedures, contracting authorities should be allowed to use award criteria or contract performance conditions relating to the works, supplies or services to be provided under the public contract in any respect and at any stage of their life cycles from extraction of raw materials for the product to the stage of disposal of the product, including factors involved in the specific process of production, provision or trading and its conditions of those works, supplies or services or a specific process during a later stage of their life cycle, even where such factors do not form part of their material substance. (...) this also includes award criteria or contract performance conditions relating to the supply or utilisation of fair trade products in the course of the performance of the contract to be awarded. Criteria and conditions relating to trading and its conditions can for instance refer to the fact that the product concerned is of fair trade origin, including the requirement to pay a minimum price and price premium to producers. Contract performance conditions pertaining to environmental considerations might include, for example, the delivery, package and disposal of products and in respect of works and services contracts, waste minimisation or resource efficiency”.

It also warns that tenders that seem abnormally low “might be based on technically, economically or legally unsound assumptions or practices.” If this cannot be sufficiently justified and explained, “the contracting authority should be entitled to reject the tender”. Furthermore, “rejection should be

4. SPP legal framework

mandatory in cases where the ... abnormally low price or costs proposed results from non-compliance with mandatory Union law or national law compatible with it in the fields of social, labour or environmental law or international labour law provisions.”(par. 103).

Several articles go on to address the different aspects of Sustainable Procurement. In regards to social procurement, Article 20 on reserved contracts states the right to participation “to sheltered workshops and economic operators whose main aim is the social and professional integration of disabled or disadvantaged persons or may provide for such contracts to be performed in the context of sheltered employment programmes, provided that at least 30 % of the employees of those workshops, economic operators or programmes are disabled or disadvantaged workers.”

Article 67 on contract award criteria states that award of public contracts shall be based on the most economically advantageous tender, which is identified based on the price derived “using a cost-effectiveness approach, such as life-cycle costing ... and may include the best price-quality ratio, which shall be assessed on the basis of criteria, including qualitative, environmental and/or social aspects, linked to the subject-matter (...)”.

Article 68 goes further on to address and define procedures on life-cycle costing, looking at costs of a product, service or work over its whole life-cycle such as costs of use, amongst others: consumption of energy and other resources and end of life costs, including collection and recycling costs. It might also include “costs imputed to environmental externalities during its life cycle, provided their monetary value can be determined and verified; such costs may include the cost of emissions of greenhouse gases and of other pollutant emissions and other climate change mitigation costs.”

4. SPP legal framework

4.1.4 Other relevant legislation

Table 5 - Other relevant legislation for GPP/SPP

Scope	Document	Relevance for GPP/SPP
Vehicles	Directive 2009/33/EC on the promotion of clean and energy-efficient road transport vehicles	The Clean Vehicles Directive sets mandatory GPP requirements for vehicle purchases.
	Regulation No 1222/2009 on the labelling of tyres	Aims to provide end-users of vehicles with clear and relevant information about the quality of the tyre, and to guide them towards choosing a product which is more fuel efficient, has better wet braking and is less noisy.
	Regulation No 595/2009 on type-approval of motor vehicles and engines with respect to emissions from heavy duty vehicles (Euro VI) and on access to vehicle repair and maintenance information	Defines the legal framework for type-approval of motor vehicles, engines and replacement parts with respect to their emissions. It also establishes rules on in-service conformity of vehicles and engines; durability of pollution control devices; on-board diagnostic (OBD) systems and accessibility of information; measurement of fuel consumption and CO ₂ emissions.
	Regulation No 715/2007 on type approval of motor vehicles with respect to emissions from light passenger and commercial vehicles (Euro 5 and Euro 6) and on access to vehicle repair and maintenance information	
	Directive 2000/53/EC on end-of life vehicles	Making vehicle dismantling and recycling more environmentally friendly. Increase reuse, recycling and recovery of vehicles and their components.
Waste	Directive 2012/19/EU of the European Parliament on waste of electrical and electronic equipment (WEEE)	Directive providing for the separate collection, treatment and recovery of waste electrical and electronic equipment, and setting relevant design requirements.
	Directive 2008/98/EC on waste (Waste Framework Directive)	Sets the basic concepts and definitions related to waste management and lays down waste management principles such as the "polluter pays principle" and the "waste hierarchy."

4. SPP legal framework

Table 5 - Other relevant legislation for GPP/SPP

Scope	Document	Relevance for GPP/SPP
Hazard substances	Directive 2011/65/EU on the restriction of the use of certain hazardous substances in electrical and electronic equipment (RoHS)	The public sector has to make sure that the hazardous substances identified in the directive are removed from public buildings and are not contained in any electrical or electronic equipment purchased.
	Regulation (EC) No 1907/2006 concerning the Registration, Evaluation, Authorization and Restriction of Chemicals (REACH) (currently under revision)	Manufacturers are required to register the characteristics of chemical substances and safety information in a central database.
Energy / energy related products	Directive 2010/30/EU on the indication by labelling and standard product information of the consumption of energy and other resources by energy-related products	The Energy Labelling Directive establishes new energy efficiency classes. It specifically encourages public authorities to purchase only higher classes. In transcribing the directive Member States may set minimum standards for contracting authorities to demand in procurement.
	Directive 2010/31/EU on the Energy Performance of Buildings (EPBD)	EPBD provides indicators and thresholds for energy efficient construction, including future mandatory requirements for nearly zero buildings.
	Directive 2009/28/EC on the promotion of the use of energy from renewable sources	Sets mandatory national targets for share of electricity from renewable sources, rules on guarantees of origin and sustainability criteria for biofuels and bioliquids.
	Directive 2009/125/EC establishing a framework for the setting of ecodesign requirements for energy-related products	The Ecodesign Directive provides the main EC framework for the development of environmental criteria for energy-related products.
	Regulation No 106/2008 on a Community energy-efficiency labelling program for office equipment	The Energy Star Regulation promotes energy efficiency requirements for office equipment purchases by public authorities.
Other	Regulation No 995/2010 laying down the obligations of operators who place timber and timber products on the market	The Timber Regulation provides a framework for ensuring legality of timber available on the EU market.
	Regulation No 66/2010 on the EU Ecolabel	The EU Ecolabel and EU GPP criteria are harmonized to the possible extent.
	Regulation No 1221/2009 on the voluntary participation by organisations in a Community eco-management and audit scheme (EMAS)	The EMAS Regulation provides reference to how EMAS may be taken into account in public procurement.

4. SPP legal framework

Table 5 - Other relevant legislation for GPP/SPP

Scope	Document	Relevance for GPP/SPP
Other	Directive 2004/42/EC on limitation of emissions of VOC due to the use of organic solvents in decorative paints and varnishes and vehicle refinishing products	<p>Maximum levels of VOCs in products. Labelling requirements.</p> <p>Measures:</p> <ul style="list-style-type: none"> • Replacement of solvent-based for water-based products; • Discontinuation of products which do not meet certain requirements; • Selection of resins of higher concentration and non-volatile medium viscosity; • Special additives for neutralizing the fatty acids alchemical resins used, making it emulsifiable in water; • Change in the percentage of dilution; • Selection of new raw materials.

4. SPP legal framework

4.1.5 Case law rulings

Table 6 - Case Law rulings

Case law	Description	Decision
Evropaïki Dynamiki v European Environment Agency (Case T-331/06 of 8 July 2010)	<p>The European Environment Agency (EEA) awarded a contract for the provision of IT consultancy services. The contract was challenged on a number of grounds by an unsuccessful tenderer, including the use of an award criterion based on environmental policy.</p> <p>10% of the marks at award stage were based on the 'general environmental policy of the company'. The unsuccessful tenderer argued that the assessment of this criterion was flawed, as the EEA awarded the highest marks to a company which had a third party certified environmental management scheme.</p>	<p>The case provides insight into how assessment of environmental management measures can be properly carried out, and the role of third party certification in this.</p> <p>While third party certification cannot generally be required, it may be treated as strong evidence of a company's environmental standards, i.e. as a way to compare whether such a policy is in place or is just a good intention.</p> <p>Under the Procurement Directives, environmental management measures are one of the possible criteria for qualitative selection of tenderers - and could not be repeated at award stage if already applied at selection stage.</p>
The 'Wienstrom' case (Case C-448/01 of 4 December 2003)	<p>The disputed tender documents specified that bidders should supply electricity from renewable energy sources. Bidders had to prove that they had disposed of or would dispose of a minimum amount of electricity per year from renewable energy sources, equivalent to the estimated annual consumption of the Austrian Federal Republic's offices. In addition, an award criterion was included with a weighting of 45%, with points to be awarded based on the amount of electricity from renewable sources which the bidder could supply in excess of the AFR's estimated requirements.</p>	<p>This case thus lays down two important parameters for the application of environmental award criteria as approved in the Helsinki Bus case:</p> <p>The criteria must be accompanied by requirements which enable the contracting authority to verify the information submitted regarding compliance with the environmental criteria.</p> <p>Second, award criteria must be related specifically to the subject matter of the contract, and not to the general capacity of the economic operator. It should be noted that the court did not foreclose the possibility of examining such capacity at the selection stage.</p>

4. SPP legal framework

Table 6 - Case Law rulings

Case law	Description	Decision
The 'Helsinki Bus' case (September 2002)	The origin of this case was the disputed award of a contract for renewing the bus network of Helsinki. The court had to answer one main question: to what extent can environmental requirements be taken into consideration at the award stage of a contract and extra points awarded for them?	<p>Possibility of taking into consideration environmental award criteria when assessing the most economically advantageous tender, as long as four conditions are met:</p> <p>They should be linked to the subject matter of the contract;</p> <p>Any environmental requirements must be specific and objectively quantifiable;</p> <p>They should be expressly mentioned in the contract documents or in the tender notice;</p> <p>They have to comply with the general EC Treaty principles.</p>

4.2 Portuguese legal GPP/SPP framework

The Portuguese legal framework relevant to GPP/SPP comprises several policy instruments as can be seen in the table below:

Table 7 - Portuguese legal framework documents and their relevance to GPP/SPP

Document	Relevance for GPP/SPP
Portugal 2020 - Partnership Agreement 2014-2020	<p>Defines the investment priorities with European structural funds for the period 2014-2020, in line with the Europe 2020 strategy.</p> <p>The program is based on four key themes: competitiveness and internationalization, human capital, social inclusion and employment and sustainability and efficient use of resources.</p> <p>Provides measures to promote efficiency across public sector, such as greater use of shared solutions and services and the implementation of energy efficiency measures.</p>
National Strategy for Sustainable Development - ENDS 2015 (2007),	It is a policy instrument of the country's development strategy by 2015.

4. SPP legal framework

Table 7 - Portuguese legal framework documents and their relevance to GPP/SPP

Document	Relevance for GPP/SPP
PNAEE 2016 - National Action Plan for Energy Efficiency 2013-2016	<p>Provides an induced energy saving of 8.2% until 2016. The contribution in reducing energy consumption is distributed across the various sectors of activity:</p> <ul style="list-style-type: none"> • Transports • Buildings (residential and services) • Industry • Government • Agriculture <p>These areas add a total of 10 programs, with a range of measures to improve energy efficiency targeted to energy demand.</p>
PNAER 2020 - National Action Plan for Renewable Energy	<p>Establishes the paths of introduction of renewable energy sources (RES) in three major sectors:</p> <ul style="list-style-type: none"> • Heating and cooling • Electricity • Transportation
ECO.AP Programme (2011) – Energy Efficiency Programme in Public Administration	<p>Aims to achieve an energy efficiency level in the agencies and departments of public administration in the order of 30% by 2020 without increasing public spending and promoting growth of economy in the sector of energy service companies, by creating the legal framework of these companies and public procurement energy services management.</p>
Electric Mobility Programme (Resolution of the Council of Ministers nº 20/2009)	<p>Aims to introduce and promote the mass use of electric vehicles.</p>
Comprehensive strategic plan to rationalize and reduce costs with ICT in Administration (Resolution of the Council of Ministers n.º 12/2012)	<p>It proposes 25 rationalization measures for ICT in order to reduce the central government's operating expenditure, considering not only the items most directly related to ICT management (software, hardware, services and communications), but also other efficiency gains, particularly in the management facilities, human resources and other operating costs (i.e. reducing paper consumption).</p>

4.2.1 Public Contracts Code

The Public Contracts Code (Decree-Law 18/2008 of 29 January) transposes the Directives 2004/17/CE e 2004/18/CE into national law. This code regulates the design and implementation of public procurement and defines all procedures from the decision to hire an entity until the execution of the contract. The rules stated in this code apply to the public sector, including organisations from the government enterprise sector and private companies that operate in the water, energy, transport and post office sectors.

4.2.2 National Public Procurement System

The Shared Services Authority in Public Administration (eSPaP) main aim is to conceive, define, implement, manage and evaluate the National Public Procurement System, in order to rationalize the state's spending and the

4. SPP legal framework

bureaucracy of public procurement processes, simplify and regulate the access to and use of technology and to protect environment. This entity is responsible for the development and negotiation of framework agreements and to pre-qualify suppliers for the supply of goods and/or providing services to public administration.

The Portuguese System of Public Procurement is supported by three tools: National GPP Action Plan, electronic platforms and Public Procurement-On Line – portal BASE.

4.2.3 National Strategy for Green Public Procurement (2008-2010)

A working group was established with the aim of developing the National Strategy for Green Public Procurement (2008-2010), approved by the Council of Ministers Resolution n.º 65/2007 of 7 May, which would encourage public authorities to adopt a green purchasing policy. The strategy, which constitutes the national GPP action plan, sets 8 groups of priority products and services: construction, including lighting and equipment; transport; office equipment; office supplies (including paper); toiletries and cleaning and maintenance services. The main goals of the GPP strategy, set for 2010, were that of 50% of both the pre-awarded procedures and the value of public procurement procedures should include environmental criteria.

The National Strategy for Green Public Procurement that succeeds the older one is currently under preparation by eSPaP and the Portuguese Environmental Agency (APA) and is expected to be more ambitious in terms of its objectives and categories of priority products and services covered.

4.2.4 Other relevant legislation

There is other legislation which is relevant to GPP/SPP, notably for vehicles (Decree-Law n.º 1/2012, of 11th January; Decree-Law n.º 140/2010, of 29th December), waste (Decree-Law n.º 178/2006, of 5th September, Decree-Law n.º 230/2004, of 10th December, Decree-Law n.º 46/2008, of 12th March), energy / energy related products (Decree-Law n.º 12/2011, of 24th January, Decree-Law n.º 29/2011, of 28th February, Decree-Law n.º 63/2011, of 9th May, Decree-Law n.º 118/2013, of 20th August).

4. SPP legal framework

4.3 Greek legal GPP/SPP framework

4.3.1 Greek Procurement Law

A new Law was introduced in the Greek legislative framework in August 2014 regarding public procurement. The new law 4281/2014 simplifies the public purchasing procedures and appeals all previous laws, presidential decrees and ministerial decisions that govern public procurement in the country. This law apply for all public authorities in Greece; however it will enter into force in stages.

Until 28/02/2015, the following apply:

- EU directives 2004/17/EC and 2004/18/EC as transposed in the Greek legislation according to the:
 - Presidential Decree No.59/2007
 - Presidential Decree No.60/2007
- Presidential Decree 28/80 for public procurement of services that applies to local authorities;
- Presidential Decree 118/2007 "Public Procurement Regulation" (applies to national authorities but not to local authorities);
- Ministerial Decision No.11389/93 for public procurement of products applying to local authorities;
- Law No.3316/2005 "Public Procurement process and award for studies and other relevant services" for the whole public sector;
- Law No. 3669/2008 for awarding public works contracts for the whole public sector.

From 01/03/2015 and on, the new law will apply:

- Law 4281/2014 (transposing directives 2004/17/EC & 2004/18/EC and appeals PD 59/2007 and PD60/2007, as well as other relevant legislation). This new law will apply for all public contracts above 2.500 euros (VAT excluded) and promotes the use of environmental and social criteria in public tenders.

However, for specific product categories obligatory provisions apply for the use of Sustainable Procurement criteria during public tenders. For example:

- For new and renovated buildings, energy efficient regulations deriving from Laws 3661/2008 and 4122/2013 (transposing EBPD and EBPD recast);

4. SPP legal framework

- For vehicles, Law 3982/2011 that introduces Life Cycle Costing of the vehicle promotes the use of clean and energy efficient vehicles by the public sector (transposing Directive 2009/33/EC);
- Office Equipment, where Energy Star standards apply.

Additionally, Law No. 3855/2010, currently under revision, established the Interministerial Committee for Greek Public Procurement in Greece with the following responsibilities:

- Development of the National Action Plan on Greek Public Procurement and the national policy development;
- Inform local and national "market" towards green public procurement;
- Green criteria development and EU GPP criteria adaptation;
- Allocation of products and services to be implement GPP;
- Monitoring and Assessment of the implementation and update of the National Action Plan and the National Policy.

4.3.2 National e-procurement system - ESIDIS

The National Electronic System for Public Procurement (ESIDIS) is the central online hub - a benchmark - for public procurement in Greece. Its objective is to modernize and simplify the procurement process and the support of stakeholders (citizens, contracting authorities, suppliers, supervisors). The electronic system entered into force with Law 4155/2013.

For all public tenders above 60.000 euros, the use of the system is obligatory:

- For central government authorities since 01/07/2014;
- For the rest of the public sector since 01/10/2014.

It is believed that the use of ESIDIS will yield significant economic benefits and will streamline procedures for awarding public contracts, resulting in significant legislative changes and improvements in the everyday code of conduct of public authorities, which will affect the Greek public sector and its suppliers. The ESIDIS is a platform for all stages of a public tender (contract notice, submission of bids, evaluation, contract award, etc.). The system will be also used to monitor the implementation of contracts, including procedures such as electronic ordering, electronic billing and electronic payment. The system will also introduce new techniques in procurement procedures, such as electronic auctions, dynamic purchasing systems, and the competitive dialogue and framework agreements, which are not commonly used in Greece.

In summary, the benefits of the implementation and application of this system are the following:

4. SPP legal framework

- Automated, accelerated, simplified, standardized procedures for the whole public sector;
- Support, implementation and use of new models and practices;
- Improved transparency, publicity and equal treatment of those involved in public procurement:
 - More detailed information in real time;
 - Open system accessible to all.
- Increased competitiveness;
- Reduced expenditure on public procurement;
- Cost reduction and process time;
- Reduce cost of participating in competitions for business.

This law completed the Ministerial Decision no.Π1/2380/2012, which established for the first time in Greece the Central Electronic Registry of Public Procurement. The Central Electronic Registry Public Procurement is a key component of ESIDIS. It records data of all public contracts above € 1.000 for goods, services and public works. The purpose of the register is transparency, accountability and enhancing competition.

4.3.3 Relevant regulations for public procurement in Greece

- Circular notice no. Π1-155/20-01-2014, on the thresholds for the application of Directives 2004/17/EC, 2004/18/EC and 2009/81/EC in procurement procedures according to Regulation (EU) No. 1336/2013 of the Commission's National Electronic Public Procurement and other provisions;
- Ministerial Decision no.Π1/2380/2012, setting specific issues concerning the operation and management of the Central Electronic Registry of Public Procurement of the Ministry of Development, Infrastructure, Transport and Networks;
- Law no.4072/2012, Article 238 "Articles amendment regarding the Public Procurement Agency (Law.4013/2011)" and article 239, "Central award process of public procurement through the General Secretariat of Commerce" ;
- Law no.4055/2012, article 63 "Amendment on Law no.3886/2010" ;
- Law no.3886/10, "Judicial protection in public procurement", Greek law harmonization with the EU directive no. 89/665/EC and 92/13/EOK, as modified by the EU directive no. 2007/66/EC;
- Ministerial Decision 56294/2009 "Procurement regulation for the Regional Unions of Municipalities and the Central Union of Municipalities of Greece";

4. SPP legal framework

- Law no.3463/2006 “Municipal and Community code”;
- Law no.2854/2000 “Judicial protection during the phase prior to the award phase for organisations in the field of water, energy, transport and telecommunication sectors, in accordance with Directive 92/13/EEC”;
- Presidential Decree no.346/1998 “Adaptation to the Greek Law the EU directive 92/50/EEC for public procurement award”.

5. Integrating sustainability in procurement procedures

Framework

Public purchasers have an obligation to get the best value for money and to be fair in procurement procedures. Best value for money can include environmental considerations, but also need to provide equal opportunities and ensure transparency.

The goal of this chapter is to present the various stages of a procurement procedure and for each provide information on how to integrate environmental and/or social criteria.

Main topics addressed

Main steps to integrate sustainability in procurement procedures, namely the definition of the need, the definition of SPP criteria, supplier selection, technical specifications, award criteria and contract performance clauses. The chapter also refers joint procurement and how to involve the market.

5.1 Defining the need

A crucial step before starting the procurement process is to access the actual needs, in light of the potential environmental and social impacts of the contract. Proper consultation with internal or end users may reveal that lower volumes, or more environmental friendly options, can readily be applied. In some cases, the best solution may be to buy nothing at all (European Commission, 2011).

Thus, before beginning any procedure, the technician responsible for the purchases should identify the needs of different departments and ask the following questions:

- Is really needed to purchase this product or service?
- Is the required amount necessary?
- Is there an alternative way to meet this need?

It is very important to question recurrent purchases. Many decisions are usually based on what was bought in the past and not on the real organisation's needs.

Once the needs assessment has been carried out, normally before the start of the procurement process, the technicians may not have all the information necessary to assess the environmental impact of the contract (European Commission, 2011). To get an overview of the environmental impacts associated with a product or service the technicians should consult, right from the beginning, the national and EU GPP criteria and ecolabels specifications (see chapter **Error! Reference source not found.**).

5. Integrating sustainability in procurement procedures

Additionally, a market analysis carried out prior to procurement will help identify potential solutions to minimise the environmental and social impacts of the goods or services procured. These can then be compared with the needs identified (European Commission, 2011).

Box 4 **Municipality of Agia**

During 2013, Municipality of Agia successfully awarded a public tender procedure using sustainable criteria, entitled “Environmental upgrade of the entrance and public areas of the Municipality of Agia”.

This public tender was developed with environmental, social and economic criteria. More specifically, under the framework of the Building SPP project, the municipality planned and defined future needs in light of products and services in terms of environmental, social and economic benefits. The main objectives of this particular tender were:

- Reduce energy consumption;
- Develop comfort zones in the municipality;
- Transform the city into a sustainable and attractive city.

The expected benefits of this tender procedure are the following:

- 1) Indirect economic benefits: energy efficiency, land use upgrade, attract more tourists;
- 2) Environmental benefits: better air quality, improved thermal and optical environment;
- 3) Social benefits: Social living upgrade, better public spaces and improved market showcase.

5.2 Market involvement

Prior to defining the sustainable criteria that will be incorporated in the tender procedure, it is very useful to organise a market consultation, in order to collect some knowledge on the market and to avoid "empty" procedures, due to use of too demanding criteria. The market consultation will also allow an adjustment to new market demands and to ensure equal treatment to all potential bidders.

The market consultation can be done through a simple online market research that provides some basic information, meetings with suppliers, supplier's workshops, etc.

Furthermore, to get a more detailed picture from the market, the procurement directives allow for a “technical dialogue” with suppliers in order to get advice, which may be used in the preparation of the tender documents. This may be of particular use if the contracting authority wishes to apply ambitious environmental requirements or consider procuring innovative solutions relatively new to the market (European Commission, 2011).

The process must be carried out in a transparent and non-discriminatory manner. Moreover, results of the dialogue may not confer an unfair

5. Integrating sustainability in procurement procedures

advantage on any of the suppliers who participated (European Commission, 2011).

5.3 Defining SPP criteria

The inclusion of environmental and social criteria can and should be carefully considered throughout the entire procurement process. The criteria may be included in the different phases of the procurement process: supplier's selection, technical specifications, contract award and contract performance clauses, as far as compatible with the national and European law.

Identifying sources of GPP criteria is an important step in the process of integrating sustainability in procurement. EU GPP criteria, ecolabels specifications and technical standards are a good source of information. This information can be included in tender documents; however, it is not allowed to require tenderers to be registered under a particular ecolabel scheme. Also, when reference to a standard is used, it must be accompanied by the words "or equivalent".

To demonstrate equivalence, tenderers should be permitted to use any form of evidence (such as a technical dossier of the manufacturer or a test report from a recognised body).

EU GPP criteria

The EU has developed GPP criteria for a number of product and service groups, which are regularly reviewed and updated. The criteria are designed to be inserted directly into tender documents and include information on verification methods (European Commission, 2011).

The current product and service groups can be consulted and downloaded from the GPP website at:

http://ec.europa.eu/environment/gpp/eu_gpp_criteria_en.htm

Ecolabels and social labels

Environmental labelling is a form of sustainability measurement directed at consumers, in order to inform purchasing decisions and enable consumers to consider environmental performance when purchasing products and services. An ecolabel identifies a product that meets a wide range of environmental performance criteria or standards.

Ecolabels are voluntary and have been developed by governments, manufacturers and third-party organisations. The ISO standards ISO 14021: 1999; 14024: 1999 e 14025: 2006, identify three broad types of voluntary environmental labels, as described in **Error! Reference source not found..**

5. Integrating sustainability in procurement procedures

Table 8 – Types of ecolabels

Type I	Voluntary, multiple-criteria-based, third-party program that awards a license that authorizes the use of environmental labels on products, indicating overall environmental preference of a product within a particular product category, based on life cycle.
Type II	Informative environmental self-declaration claims.
Type III	Voluntary programs that provide quantified environmental data of a product, under defined categories of parameters set by a qualified third party and based on lifecycle assessment and verified by that or another qualified third party.

Among these, type I ecolabels are the most commonly used in SPP/GPP, therefore they are detailed in this section.

There are different types of ecolabels, such as (EC, 2011):

- *Multi-sector/multi-criteria labels* - the most common type of ecolabel and the most commonly used in GPP. They are based on scientific information about the environmental impact of a product or service throughout its life cycle. Examples:

EU Ecolabel (<http://ec.europa.eu/environment/ecolabel/>);

Nordic Swan (<http://www.nordic-ecolabel.org/>)

Blue Angel (<http://www.ecolabelindex.com/ecolabel/blue-angel>).

- *Single issue labels* – there are based on one or more pass/fail criteria linked to a specific issue, for example energy efficiency.

Examples:

EU Organic label

(http://ec.europa.eu/agriculture/organic/downloads/logo/index_en.htm)

EU Energy Star label (<http://www.eu-energystar.org/>).

- *Sector specific labels* – include forestry certification schemes operated by organisations such as:

FSC (Forest Stewardship Council, <http://pt.fsc.org/>)

PEFC (Programme for the Endorsement of Forest Certification, <http://www.pefc.org/>).

- *Graded product labels* - use grade products or services according to their environmental performance on the issue in question, rather than using pass/fail criteria. Examples:

EU Energy Label

(http://ec.europa.eu/energy/efficiency/labelling/labelling_en.htm),

5. Integrating sustainability in procurement procedures

which grades energy-related products according to their energy efficiency.

Ecolabels set out the environmental requirements which must be met by products and services in order to carry the label. These requirements can be used for developing specifications, verifying compliance with specifications, and awarding points for environmental characteristics (European Commission, 2011).

Under the EU Procurement Directives (2004/18/EC and Directive 2004/17/EC), ecolabels may be used in public procurement, providing a number of conditions are met. More specifically:

- Procurers are not allowed to demand that a product carries an ecolabel, but may only indicate that the criteria underpinning a certain ecolabel must be met and that the ecolabel may be used as one form of proof of compliance.
- Procurers may only use ecolabel criteria that refer to characteristics of the product or service itself or production processes, not those relating to the general management of the company.
- Procurers may only refer to ecolabels that meet a number of requirements (Type I ecolabels, such as the EU Ecolabel meet these requirements).
- The requirements for the label are based on scientific evidence.
- The ecolabels are adopted with the participation of all stakeholders, such as government bodies, consumers, manufacturers, distributors and environmental organisations.
- They are accessible to all interested parties.

Article 43 of the new procurement Directive 2014/24/EU, which is required to be adopted by national legislation by April 2016, states that public bodies that intend to purchase works, supplies or services with specific environmental, social or other characteristics may request a specific label in technical specifications, award criteria or contract performance clauses, as a means of proof, provided that:

- Only the criteria and characteristics of the label which are linked to the subject-matter of the contract are required and that equivalent labels are accepted.
- The label requirements are based on objectively verifiable and non-discriminatory criteria;
- The labels are established in an open and transparent procedure, in which all relevant stakeholders may participate.
- The labels are accessible to all interested parties;

5. Integrating sustainability in procurement procedures

- The label requirements are set by a third party independent of the economic operator applying for it.

At present, there are over 440 ecolabels, according to catalogue Ecolabelindex.com. At an EU level, the EU Ecolabel, set through the Regulation of the European Parliament and of the Council EC No 66/2010, is a voluntary scheme that producers, importers and retailers can use to label their products and services.

Currently, the Ecolabel criteria development work plan is being harmonized with the work plan for the development of EU GPP criteria (European Commission, 2014).

For more information about ecolabels, see section **Error! Reference source not found.**; for social labels see 6.2.1 and for ILO fundamental principles see 6.2.2.

Technical standards

It is usually a formal document that establishes uniform engineering or technical criteria, methods, processes and practices. Technical standards can take a number of forms and cover a wider scope or areas, namely test methods, manufacturing processes, management systems, environmental considerations and innovation.

These extend from full European standards (ENs), through European technical approvals, common technical specifications, international standards and other technical reference systems established by the European standard bodies, to national standards, national technical approvals and national technical specifications (European Commission, 2011).

At European level, standards are prepared by the European standardization bodies: the European Committee for Standardization (CEN), the European Committee for Electrotechnical Standardization (Cenelec) and the European Telecommunications Standards Institute (ETSI).

In Portugal, the Portuguese Institute of Quality (IPQ) is the national standardization body (<http://www1.ipq.pt/PT/Pages/Homepage.aspx>). In Greece, the national standardization body is ELOT (E.A.O.T. <http://www.elot.gr/>). In the SPP Training Package we will refer to management systems, explicitly environmental management systems (section 6.1.3) and social responsibility systems (section 6.2.3).

5. Integrating sustainability in procurement procedures

Environmental Management Systems

An Environmental Management System (EMS) refers to a set of processes and practices that an organisation can implement in order to reduce its environmental impacts and increase its operating efficiency. It is a tool that provides organisations with a method to systematically manage and improve the environmental aspects of the business and achieve the organisations environmental obligations and performance goals.

The International Standards Organisation (ISO) defines an EMS as the part of the overall management system that includes organisational structure, planning activities, responsibilities, practices, procedures, processes and resources for developing, implementing, achieving, reviewing and maintaining the environmental policy.

An EMS can be implemented in various ways, depending on the sector or activity of the business and the needs perceived by management. However, the common operating principles of an EMS follow a 'Plan-Do-Check-Act Cycle'. More specifically:

- Establishing an environmental policy, including objectives and targets;
- Implementing an organisational structure, allocating resources and assigning responsibilities in order to achieve the objectives and targets. Training and communication procedures are also established and implemented;
- Collecting, analysing, monitoring, measuring and auditing results against objectives and targets;
- Evaluating environmental performance and reviewing / reconsidering environmental policy, including objectives and targets, procedures and processes in order to continuously improve environmental performance.



Figure 3 – The PDCA cycle.

5. Integrating sustainability in procurement procedures

In Europe, the two most important Environmental Management Systems are EU Eco-Management and Audit Scheme (EMAS) and EN ISO 14001.

However, numerous non-formal EMS exist, many of which have been adopted by both private and public organisations. More information on non-formal EMS can be found in a study by the European Commission that has analysed twenty of the most relevant non-formal EMS and EN ISO 14001 in terms of their objectives, target group, geographical scope and affinity to EMAS, among other things.²

For more information on environmental management systems see section 6.1.3.

5.4 Integrating SPP criteria in procurement procedures

In the following sections information and examples on how to integrate environmental and social criteria in the different phases of the tender procedures will be presented. However, one must keep in mind that, depending on their nature, social considerations can be included only at certain stages of the procurement procedure (European Commission, 2010).

5.4.1 Supplier selection

Contracting authorities can select the candidates, according to their technical and financial capacity and ability to perform the contract. However, it is not permitted to ask for compliance with selection criteria which are unrelated to the performance of the contract.

As far as environmental selection criteria are concerned, these can only be used if specific environmental experience is needed to fulfil the contract. It usually includes proof of experience of the tenderer related to environmental aspects, like a list of similar projects implemented, a description of technical facilities, educational and professional qualifications of the staff, etc. (ICLEI, 2007; European Commission, 2011). It is also possible to demand certain environmental management systems, but only if this is relevant to carrying out the contract.

Environmental management systems can serve as a means of proof for companies to demonstrate their technical capacity for services and works contracts. Companies may also be able to demonstrate they apply equivalent environmental management measures, even without certification. What is important is the substance of the measures to be applied and, because of that, the contracting authorities can never require companies to possess an EMAS or ISO registration or fully comply with the requirements of registration (European Commission, 2011).

² http://ec.europa.eu/environment/emas/documents/StepUp_2.htm

5. Integrating sustainability in procurement procedures

Furthermore, in the directives, as well as in most procurement laws, a list of the exclusion criteria exists. These can be for example, company bankruptcy, company guilty of corruption or fraud or the company not having paid taxes or social security contributions (ICLEI, 2007). Companies can also be excluded for environmental reasons. For example, a case of non-compliance with environmental legislation may, under national law, amount to professional misconduct, allowing the company concerned to be excluded. This exclusion ground may not be used by purchasers if no national legislation equates to a specific breach with professional misconduct (European Commission, 2011).

Box 5

Cleaning services in Lipor's facilities

LIPOR launched a procurement procedure for the purchase of cleaning services in its facilities, with the objective of increasing service efficiency.

In suppliers selection phase the following environmental/social criteria were applied:

- List of relevant works and declaration emitted by the respective contracting authorities of good execution of those works or, alternatively, copy of the executed contracts, highlighting the candidate's curriculum experience;
- Curriculum of the supervisor assigned to the contract execution;
- Evidence of employee's training on cleaning products dosage and handling;
- Evidence of certification in ISO 14001, ISO 9001, OHSAS 18001 or equivalent.

Results:

- All objectives of the tender process were achieved, i.e., all proponents complied with the demands set in the procedure.

5.4.2 Technical specifications

Technical specifications constitute minimum compliance criteria and the offers not complying with technical specifications have to be rejected.

They need to be related to the characteristics of the work, supply or service being purchased and not to the general capacities or qualities of the operator. It is also important that they be clear, understood by all operators in the same way and provide measurable requirements against tenders.

Technical specifications may be formulated by reference to European, international or national standards and/or in terms of performance or functionality. They may also refer to appropriate specifications that are defined in ecolabels and ethical trade labels.

Contracting authorities requiring the compliance to the requirements of a specific label shall accept all labels that confirm that the works, supplies or services meet equivalent label requirements. It is also possible to use part or all label requirements as procurement criteria.

5. Integrating sustainability in procurement procedures

Other appropriate means of proof, which may include a technical dossier from the manufacturer, shall be accepted as a means of proof that the requirements of a specific label are met.

Social considerations are not usually used as technical specifications, however accessibility criteria counters this situation, being generally more appropriate to include them in the technical specifications, since they are linked to the object of the contract (European Commission, 2010).

Functional specifications

A performance-based or functional specification will describe the desired result and which outputs (for example in terms of quality, quantity and reliability) are expected, including how they will be measured. This approach usually allows more scope for market creativity and in some cases will challenge the market into developing innovative technical solutions (European Commission, 2011).

When setting functional specifications the contracting authority needs to think carefully about how it will assess and compare tenders in a fair and transparent way.

Specifying materials and production methods

Under the procurement directives, materials and production methods can explicitly be taken in account when defining technical specifications, but only if they are related to the production of the good, service or work being purchase and contribute to its characteristics (European Commission, 2011).

Contracting authorities have the right to ask that the product they are purchasing should be made for a specific material or contain a certain percentage of recycled or reused content or don't contain any of the materials or chemical substances hazardous or dangerous to the environment or health, according for example, to RoHS Directive³, REACH⁴ and CLP regulations⁵. For this ecolabels and GPP criteria are a useful source.

Regarding production processes and methods the contracting authority, for example, can specify that electricity should be produced from renewable sources or that food should be produced using organic methods, as these

³ Directive 2002/95/EC of the European Parliament and of the Council of 27 January 2003 on the restriction of the use of certain hazardous substances in electrical and electronic equipment - *currently under revision*.

⁴ Regulation (EC) 1907/2006 of the European Parliament and of the Council of 16 December 2008 concerning the Registration, Evaluation, Authorization and Restriction of Chemicals (REACH) – *currently under revision*.

⁵ Regulation (EC) 1272/2008 of the European Parliament and of the Council of 16 December 2008 on classification, labelling and packaging of substances and mixtures.

5. Integrating sustainability in procurement procedures

methods of production are widely available to economic operators across the EU. It is not allowed, however, to specify a production process only available to one supplier – or to suppliers in one country or region – unless such reference is justified by the exceptional circumstances of the contract and accompanied by the words “or equivalent” (European Commission, 2011).

5. Integrating sustainability in procurement procedures

Box 6

Construction of the Environmental Education Centre - Municipality of Torres Vedras

This contract was intended to build a sustainable building integrating a large number of efficient and sustainable systems, in order to raise awareness on the advantages of bioclimatic architecture, saving natural resources such as energy and water and reducing CO₂ emissions. Consequently, it was chosen the “most economically advantageous tender” criteria to evaluate the quality of the tenders and compare costs.

Technical specifications:

- 1) Developing a building with energy class A+ (certification of energy performance and indoor air quality);
- 2) Passive heating systems - Winter; passive cooling systems – Summer; integrated hybrid system of renewable energy (solar thermal and photovoltaic panels, wind turbine, hydrogen batteries, automation and energy management);
- 3) Rainwater collection systems for reuse in irrigation;
- 4) All electrical and electronic devices and equipment (including lavatory pans and faucets) with saving systems.

Results:

There is a greater willingness and ability of contractors in complying with the environmental requirements.

5. Integrating sustainability in procurement procedures

Box 7

Procurement of LED bulbs for street lighting and sustainable construction material - Municipality of Agia

The Municipality of Agia developed a two-step procedure for the procurement of environmental friendly pavement coating plates, coatings with photocatalytic properties for final asphalt layers and LED bulbs for a specific street.

The first step was to develop a methodology to incorporate sustainable criteria in the procurement process. The criteria were incorporated in the technical specifications. The second step focused on the development of the tender documents.

Technical Specifications:

- White and coloured pavements plates, which contain "cold" materials (i.e. materials that absorb a reduced proportion of solar radiation but deliver radiation freely) and have a 40x40 cm dimension.
- Photo-catalytic cement based overlay for the final asphalt layer.
- LED bulbs for public lighting with the same characteristics and brightness of current high pressure 125W mercury vapour lamps.

Results:

The use of cold materials reduces the urban heat island effect, as there are significantly higher temperatures in a metropolitan area to that in the surrounding rural areas.

Using materials with photocatalytic properties reduces air pollutants and volatile organic compounds and kills germs.

The use of LED has several advantages such as, a longer life cycle, 100% efficiency, reduced heat emissions, 90% less energy consumption, high tolerance in power grid failures, etc.

5.4.3 Award and evaluating criteria

At the award stage, the contracting authority evaluates the quality of the tenders and compares costs. The proposals can be compared based on "lowest price" only, or through the choice of the "most economically advantageous tender", which implies that other award criteria will be taken in account, as well as price (European Commission, 2011).

The best offer will normally be determined on the basis of a number of different sub-criteria. For comparing and weighing up the sub-criteria, several techniques may be used. These techniques include matrix comparisons, relative weightings and bonus system.

Furthermore, as awarding the contract, the weight given to the environmental criteria by the contracting authority will determine how much extra cost is willing to pay.

The directives allow contracting authorities to assess: quality, price, technical merit, aesthetic and functional characteristics, environmental characteristics, running costs, cost-effectiveness, after-sales service and technical assistance,

5. Integrating sustainability in procurement procedures

delivery date and delivery period or period of completion (European Commission, 2011).

However, criteria must observe the following rules (ICLEI, 2007; European Commission, 2011):

- Clear link to the subject matter of the contract;
- Objectively quantifiable and verifiable;
- Should be advertised previously. The procurement directives require that award be set out either in the contract notice or in tender documents, together with their weightings and any applicable sub-criteria;
- Should not be used as selection criteria, that is not examine matters which are more properly assessed at selection stage, or which have already assessed at selection stage;
- Respect fundamental principles of EU law.

It is possible to include environmental award criteria even if the contracting authority has included environmental minimum standards in the specifications. This provides an opportunity to reward even better performance (ICLEI, 2007).

Box 8

Public tender for the purchase of security and surveillance services for Loures Municipality facilities

In this public tender the municipality of Loures aimed to contract security and surveillance services by lots, ensuring that security staff follow the good environmental practices stated in the Municipality of Loures environmental policy, namely to properly separate the waste in their offices and ensure water, electricity, paper and other administrative consumables savings. Therefore the “most economically advantageous’ tender” criteria was chosen to evaluate the quality of the tenders and compares costs.

Tender evaluation criteria: Most economically advantageous tender

Factors	Weight (%)	Sub-factors	Weight (%)
Price	85		
Environmental suitability of the service uniforms	15	Use uniforms with biological fibers (produced under the EC Regulation n. 834/2007)	0 or 5
		Use uniforms with recycled fibers	0 or 5
		Use uniforms that are do not have hazardous substances in its production and final product, fulfilling OekoTex standard requirements	0 or 5

Box Figure 8.1. – Weighting factors.

In this public tender the municipality of Loures also included contract performance

5. Integrating sustainability in procurement procedures

Box 8

Public tender for the purchase of security and surveillance services for Loures Municipality facilities

clauses with additional contractual rules on the environment and labour standards.

Results:

Feedback from suppliers was positive. There were no major difficulties in meeting the required criteria. The chosen supplier met the required sustainable criteria, with no extra costs, when compared with previous procurement procedures.

5.4.4 Contract performance clauses

Contract performance clauses are used to specify how a contract must be carried out. Contracting authorities can use contract clauses to include environmental considerations during contract execution.

In the preparation of these clauses the following rules must be followed by the contracting authorities (European Commission, 2011):

- Compliance with the contract clauses can only be monitored during the execution of the contract;
- Contract clauses should be linked to the performance of the contract;
- Contract clauses can specify that goods are to be supplied or services/works performed in a way that minimises environmental impact;
- Contract clauses can provide adequate sanctions under the contract, in order to discourage breaches of the environmental commitments;
- Contract clauses should not result in discrimination in favour of contractors from any particular Member State.

For this reason, social considerations regarding labour conditions and employment are generally more appropriate to be included in the contract performance clauses, as in general they do not qualify as technical specifications or selection criteria (because they are not linked to the object of the contract), within the meaning of the Procurement Directives (European Commission, 2010).

Furthermore, these clauses need to be properly monitored. The contracting authority can request evidence of conformity to suppliers, and may carry out spot checks or can contract a third part to monitor compliance.

5. Integrating sustainability in procurement procedures

Box 9

LIPOR's Code of Conduct for suppliers and subcontractors

In 2009 LIPOR became certified in social responsibility (SA 8000) and, as a consequence, successful tenderers of all procurement processes with a value equal or higher than 10.0000,00 euros receive the Code of Conduct and have to commit to it through the respective Declaration of Commitment.

The Code of Conduct for Suppliers and Subcontractors makes a compromise between suppliers and LIPOR to respect the principles of the Universal Declaration of Human Rights, the International Organisation Conventions of Labour (ILO) and national and community legislation in place, and should be applied to their commercial activities.

The Code of Conduct for Suppliers and Subcontractors is part of the contract documents (contract performance clauses) and only the successful tenderer sends to LIPOR the Declaration of Commitment signed and stamped.

Verification:

In order to verify and assess whether suppliers meet all the requirements of the Code of Conduct, LIPOR established a verification scheme that consists of:

- Audits - performed by an external entity to strategic suppliers;
- Self-diagnosis forms - completed in person.

To date it has not been identified any non-compliance of the audited suppliers.

Evaluation of results:

Ability of suppliers – none of the suppliers questioned or challenged the wording or content of the Code of Conduct;

Costs – only the costs associated with LIPOR certification and external audit to the strategic suppliers. The introduction of the Code of Conduct in procurement procedures has no associated costs;

Other results – recognition by stakeholders of LIPOR active role in issues in social responsibility, being a reference in the issues of sustainability and sustainable development; adds value to the image of entities that cooperate with LIPOR.

Examples to improve the environmental/social impact of the supply of goods in the contract include (ICLEI, 2007; European Commission, 2011):

- Request to deliver the bulk product, instead of individual units;
- Requiring deliver of goods outside peak traffic times to minimise the contribution to traffic congestion and also to promote a better air quality;
- Requiring that supplier take back any packaging that comes with the product. This has a double advantage: centralises packaging prior to reuse or recycling and encourages the supplier to cut down on any unnecessary packaging;

5. Integrating sustainability in procurement procedures

- In case that the contract is not a one-off supply, requiring the supplier to provide regular information on the greenhouse gas emissions caused in delivering the product, and an indication of measures taken to reduce these emissions over the execution of the contract.

Examples of possible contract performance clauses for works or service contracts include (ICLEI 2007; European Commission, 2010; European Commission, 2011):

- Implementation of service in compliance with the procedures and criteria fixed in the environmental management system (EMS) of the organisation;
- Minimisation of waste associated with the contract by adding specific targets or maximum amounts accompanied by penalty or bonus clauses;
- Efficient use of resources such electricity and water on site;
- Indication of the products dosage that should be used in order to avoid overuse;
- Staff training in the environmental impact of their work;
- Reduction of CO₂ or other greenhouse gas emissions associated with transport;
- Products or packaging taken away for reuse, recycling or appropriate disposal by the contractor;
- The obligation to comply, during the execution of the contract, with the fundamental human rights (such as the prohibition of forced and child labour), guaranteed by the ILO core conventions, in so far as these provisions have not already been implemented in national law;
- The obligation to recruit unemployed persons or to set up training programmes for the execution of the contract.

5. Integrating sustainability in procurement procedures

Box 10

Public tender for the purchase of cleaning services at municipal facilities – Loures Municipality

In this procurement procedure the municipality of Loures has chosen to put contract performance clauses in order to eliminate the use of harmful products, to promote the efficient management of the products used, better package disposal and compliance with labour law.

Contract performance clauses:

- Compliance with national current legislation, namely in what concerns working conditions and social security.
- Compliance with national current legislation on health, hygiene and safety at work.
- Provide products safety data sheets.
- The contractor must comply with the recommendations of the municipality' environmental management system, namely selective waste disposal and the use of environmentally-friendly cleaning products.
- The contractor commits itself to pay all wages, extra-hours and other due retributions, in accordance with the national current labour laws, in order to assure the complete stability of the group of workers allocated to the service being provided.
- The contractor shall provide an environmental management plan to reduce environmental impacts, select and dispose waste, reuse packaging, use biodegradable products and undertake staff awareness training.
- Different levels of penalty for non-compliance are contemplated, namely on environmental aspects.

Results:

The feedback given by users was extremely positive and there was a better perception to perform tasks, including sorting of waste.

Suppliers were able to fully respond to the requirements of the tender documents.

5.5 Life-Cycle Costing (LCC)

When a contracting authority buys a product, service or work, the purchase price is just one of the cost elements in the whole process of procuring. In reality any asset carries a set of costs associated with each phase of its life-cycle, these being:

- Purchase price and all associated costs (delivery, installation, commissioning, etc.);

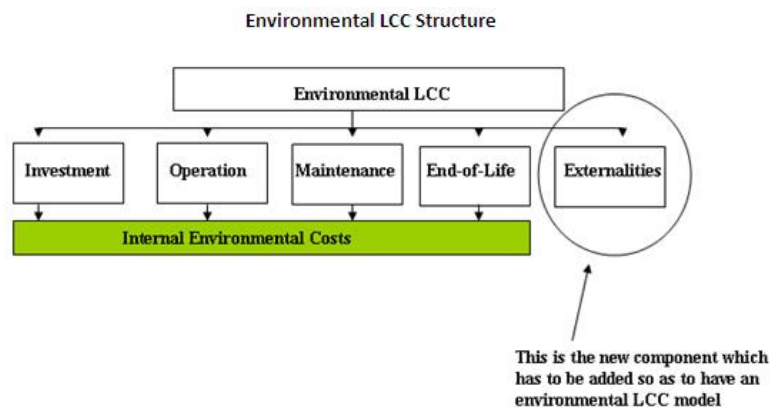
5. Integrating sustainability in procurement procedures

- Operating costs, including energy and water consumption, spare parts and maintenance;
- End-of-life costs, such as decommissioning or disposal.

These costs, sometimes referred to as “total cost of ownership”, can be assessed with the Life-cycle Costing (LCC) methodology.

Adopting a Life-cycle Costing approach reveals the true cost of a contract, because LCC means considering all the costs that will be incurred during the lifetime of the product, work or service (European Commission, 2011). Thus, this approach assists in the decision making throughout the procurement process, allowing to evaluate, in an integrated way, all the different proposals and to determine which ones represent the best quality/price ratio, i.e., the best value for money, determined on the basis of quality, environmental and/or social criteria.

As mentioned, LCC considers four main cost categories: investment (acquisition costs), operation, maintenance and end-of-life disposal expenses. There is, however, the possibility to expand this analysis by including environmental externalities that constitute the costs associated with the environmental impacts along the life-cycle of the products, like for example global warming arising from CO₂ emissions associated with energy consumption.



Source: European Commission (2014)

Figure 4 – The architecture of Environmental LCC

Externalities can be determined through the use of a Life-Cycle Assessment Analysis, which is a methodology to evaluate environmental impacts of products, services or works, together with the monetization of those impacts (European Commission, 2014), i.e., the attribution of a cost value to them. Nonetheless, it must be taken into consideration that this kind of methodology is very resource demanding (e.g. time, data, expert personnel), and is only available to those impacts whose economic value has already been determined (e.g. global warming, acidification, eutrophication, land use, among others).

5. Integrating sustainability in procurement procedures

One example of how this methodology can be used is set out in the Clean Vehicles Directive (2009/33/EC of 23 April).

How to use LCC in Procurement

Typically the use of LCC is associated with the evaluation of proposals in the awarding phase, but the potential of LCC in SPP is not limited to this phase. As the SMART SPP project (Adell et al., 2011 - see also Sheet 31) has shown, LCC can be used throughout the procurement process in different phases, like:

- At a preparatory stage - to assess the existing solution. This provides a baseline and identifies the different cost elements relating to the product, that in turn may help with the needs assessment;
- In the market involvement step – before tendering and after a market consultation, it allows for a rough assessment of different solutions, narrowing down the number of options to be considered. Moreover, in cases of procuring for innovation, it allows for a better communication of the benefits of new technologies and helps define some general performance requirements for new solutions;
- During tendering - can be used to calculate and compare the LCC of different offers to help in their evaluation. At the award stage of a public procurement procedure, the cost of a product is usually one of the most influential factors. However, a more expensive product (e.g. because it is more efficient or ecological) may pay off in the long run, by reducing operating and maintenance costs and energy use;
- After tendering - can be used to evaluate and communicate the improvements of the purchased product in comparison to the existing situation and/or other products and to communicate results.

An environmental LCC, i.e., one that integrates environmental externalities, can also be used in procurement. However, the inclusion of externalities must meet the requirements for award criteria (in particular, the requirement for a link to the subject matter of the contract – see section 5.4.3) and be expressed in monetary terms (European Commission, 2011).

Box 11

LCC analysis on public lighting procurement - Municipality of Agia

In order to obtain an indication of the possible LCC costs of replacing approximately 250 lamps of high pressure mercury vapour lamps (400W) with magnetic induction lamps (120W), the Life Cycle Cost Analysis Tool, developed within the framework of the DEEP project, was used. Information about the two options - conventional lamps and magnetic induction bulbs - was entered, along with key assumptions (e.g. increases in energy costs, discount rates).

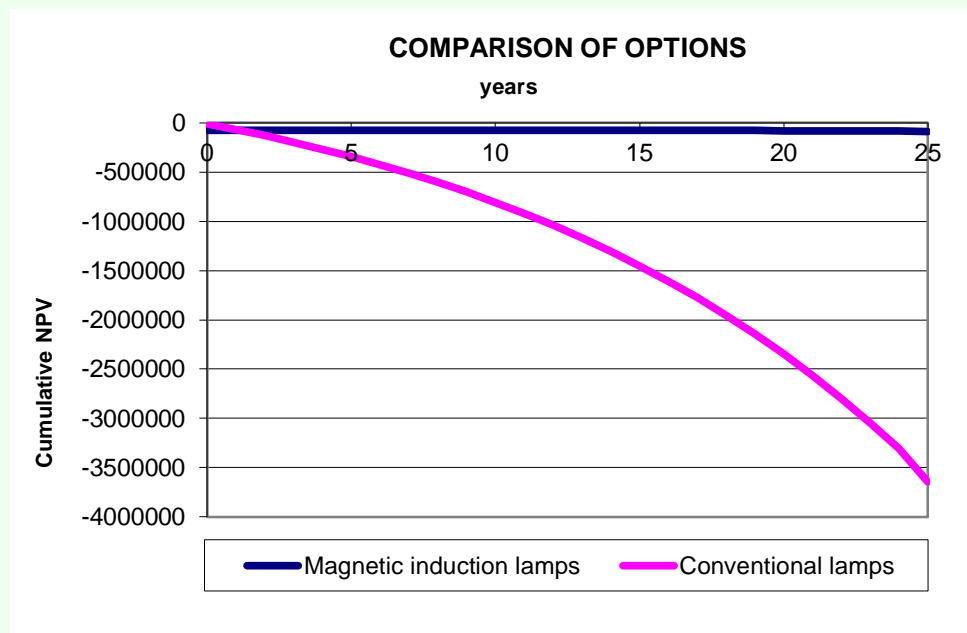
The graph below presents the results; it is apparent that the conventional light bulbs cost considerably more than magnetic induction option and it was estimated that the magnetic induction lamps may result in up to 3.6M€ cost savings in total over 25

5. Integrating sustainability in procurement procedures

Box 11

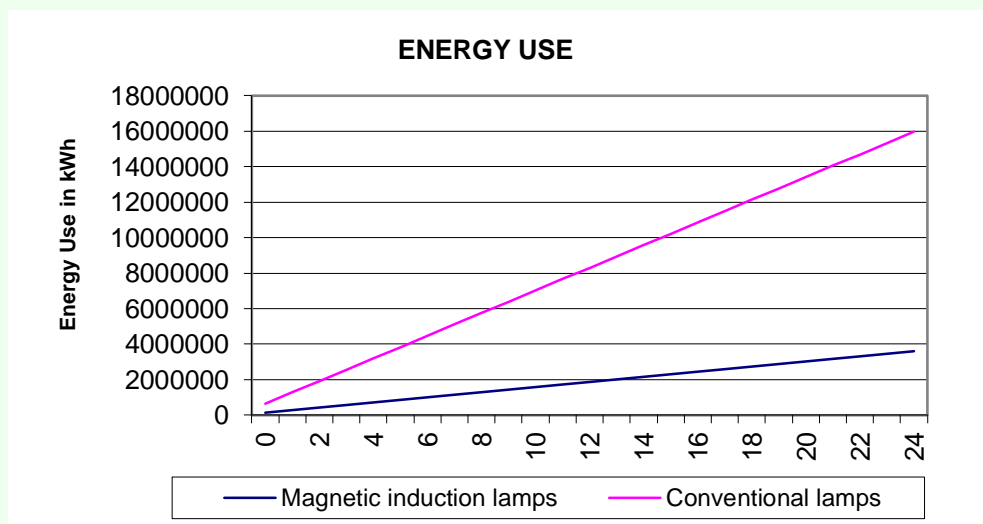
LCC analysis on public lighting procurement - Municipality of Agia

years.



Box Figure 9.1. – Comparison of costs between the two options.

Finally, the graph below presents the energy consumption of the two different types of lamps. It can be seen that there is a clear benefit in using magnetic induction lamps, as there are significant reductions in energy consumption and CO₂ emissions (approximately 10.5kt) in the long term.



Box Figure 9.2. – Comparison of Energy Use between the two options.

The reader can find information on tools for LCC in section 6.3.

5. Integrating sustainability in procurement procedures

5.6 Reserved contracts

Reserved contracts refer to contracts above the EU threshold, which can be “reserved”, so that only supported businesses can bid for the work. This provision is available under Article 19 of EU Public Procurement Directive 2004/18/EC of 31 March. This enables public contracts to be reserved to supported factories and businesses, or to economic operators which operate supported employment programmes, where more than 50% of employees are people with disabilities. The contracting authority must indicate that this is the case in the OJEU notice.

As referred in section 4.1.3., in the new procurement directives there is an extension of the current contracts' reservation in favour of sheltered workshops, reducing the minimum required percentage of disabled or disadvantaged employees from 50% to 30% - Article 20 of Directive 2014/24/EC of 26 February stating:

“1. Member States may reserve the right to participate in public procurement procedures to sheltered workshops and economic operators whose main aim is the social and professional integration of disabled or disadvantaged persons or may provide for such contracts to be performed in the context of sheltered employment programmes, provided that at least 30 % of the employees of those workshops, economic operators or programmes are disabled or disadvantaged workers.

2. The call for competition shall make reference to this Article.”

The term sheltered workshop refers to an organisation that employs people with disabilities or disadvantaged. In some countries, the term has been replaced by social enterprise.

Although the exact definition of sheltered workshop may differ from member state to member state, the overarching interpretation is similar. Namely, sheltered workshops, or social enterprises, provide employment opportunities that allow disabled or extremely disadvantaged groups to work in an environment that focuses on fostering their abilities, rather than focus on the company's competitive productivity. Sheltered workshops in the EU either focus on providing permanent workplaces for people falling under this category who cannot enter the “general wider workforce” because of their disabilities or focus on providing people with the skills, support and training to enter the “general workforce”.

One can conclude that reserved contracts for sheltered workshops or social enterprises are a recognized form of incorporating social criteria within the tendering process.

In Greece, Presidential Decree 60/200 is the legislation that harmonizes Greek legislation with the EU public procurement directive 2004/18/EC of 31 March. Article 18 adopted article 19 of the directive, allowing reserved contracts for

5. Integrating sustainability in procurement procedures

work contracts, product procurement or service contracts to be done by sheltered workshops if the majority of the concerned employees are people with disabilities where the nature of the extent of the disabilities preclude them from working under regular circumstances. In the case that a contract is reserved for this instance the call must refer to this article.

It is within the context of the above mentioned article that sheltered workshops have currently been awarded reserved contracts by public bodies, although they do in some cases compete for regular public contracts.

The 2012 law governing social cooperatives further provided legislative framework. It created the work integration social cooperative. To be considered a work integration social cooperative at least 40% of people who fall under the category of disabled, as defined within the law must be employed there. The work integration social enterprises qualify for the sheltered workshop reserved contract.

In Portugal, the Portuguese Contracts Code (transposing the Directives 2004/17/CE e 2004/18/CE of 31 March), which essentially is the main legal text governing procurement procedures, despite foreseeing the possibility of the contract to contain clauses with specifications related to social or environmental aspects or conditions, does not, at present, envisage the possibility to reserve public procedures for specific social structures or social enterprises.

5.7 Joint procurement

Joint Procurement (JP) means combining the procurement actions of two or more contracting authorities. The key defining characteristic is that there should be only one tender published on behalf of all participating authorities.

There are two key different JP implementation models:

- Full JP - Under the full JP model a lead authority is designated responsible for coordinating actions. All participating authorities are involved and can provide input at each stage of the procurement to ensure their specific needs are met. The exact role of the lead authority and the other participating authorities may vary according to circumstances. Full JP allows participating authorities to enjoy the benefits of buying in bulk, as long as contracts include a commitment to purchase.
- "Piggy-backing" - Under this model a contracting authority carries out the procurement on its own, based solely on its specific needs, whilst also allowing other contracting authorities the option of utilizing the contract. It involves very little extra work from the contracting authority (essentially stating in the Contract Notice that other named contracting authorities may also wish to set up a contract with the

5. Integrating sustainability in procurement procedures

winning supplier), and provides direct access to more environmentally sound products for a wider range of authorities. However, the benefits of buying in bulk may be partly lost, as there is no guarantee for the supplier that other authorities will use the contract.

There is also quite a wide range of different types of arrangements for joining activities, from the creation of separate organisations to implement actions, to less formal arrangements leading to joint tendering:

- **Permanent JP Organisations** – in some European countries, organisations have been established to provide a centralised procurement function on behalf of a number of different contracting authorities. Examples include the regional purchasing organisations in the UK (such as ESPO, owned by the member local authorities) and the Eco-Procurement Service of Vorarlberg in Austria (providing a centralized procurement service for environmentally sound products for 80 local authorities in the Region of Vorarlberg). The latter service is estimated to have achieved financial savings of up to 30% and administrative workload reduction of up to 60% for all product groups covered.
- **Collaborative agreements between contracting authorities** – contracting authorities can collaborate through their existing purchasing departments. Such groups could have a one-off arrangement or a more permanent nature, such as the London Contracts and Supplies Group (LCSG). At the simplest level, contracting authorities choose to combine their activities for a one-off procurement action. A lead local authority takes responsibility for sourcing markets, tendering and arranging contractual documentation for specific procurements, all in consultation with other members of the group.

In the long term, it may be advantageous for contracting authorities to examine the possibilities of setting up permanent collaborative agreements or even permanent JP organisations.

5. Integrating sustainability in procurement procedures

Box 12

A joint procurement example within the framework of the LEAP project

The aim of the LEAP project was to develop tools for local authorities to systematically, effectively and efficiently deal with Green Procurement as part of an Environmental Management System (EMS), and to apply the tools developed within the project to test joint procurement approaches involving various public authorities in a number of countries to overcome market barriers in Europe for green purchasing.

One of the joint procurement activities involved the development of a national Greek consortium, which purchased recycled paper in bulk in order to attain a reduced price for a greener product, thereby ensuring financial and environmental benefits. The Municipality of Amaroussion coordinated the joint procurement activity to acquire DIN A4 recycled paper, working together with 6 other Greek authorities (public and semi-public bodies). The minimum technical specifications chosen for recycled paper, listed below, were also used as a baseline against which offers were compared in the award stage:

- **Material input:** The winning bidder was required to present a certificate to demonstrate that at least 80% of the fibres were recycled. The verification schemes allowed were the Blue Angel ecolabel or an equivalent, or a self-declaration.
- **Bleaching methods:** Paper / fibres should not be bleached using any chlorine substances and thus be TCF (Totally Chlorine Free), according to documentation or a certificate from the manufacturer;
- **Other technical specifications:**
 - Whiteness level 80 according to ISO 2470 or equivalent.
 - Durability > 100 years, according to ISO 9706, DIN 6738 or its equivalent.
 - Compatibility with equipment: meeting DIN 19309, AFNOR Q11-013 standards or equivalent.

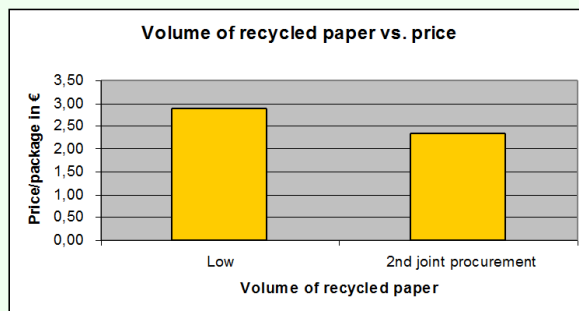
During the planning stage, a decision was taken to use the standard procedures of the Municipal Companies of the participating municipalities, as these were less strictly regulated. Differences with the procedures typically used by Municipalities were few, but nonetheless these prevented one partner (the Municipality of Ancient Olympia) from participating in the action.

Tender documents (tender publication document, evaluation report, contract) were prepared and a market survey was conducted on prices and market availability of the product. The quantities needed were incorporated into the tender documents, approved by partners. The underlying principle was that the consortium would jointly call for tenders and evaluate bids, but each partner would individually sign a one-year contract with the winning contractor, with the possibility to extend it.

5. Integrating sustainability in procurement procedures

Box 12

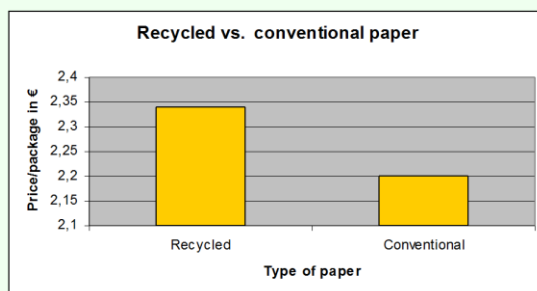
A joint procurement example within the framework of the LEAP project



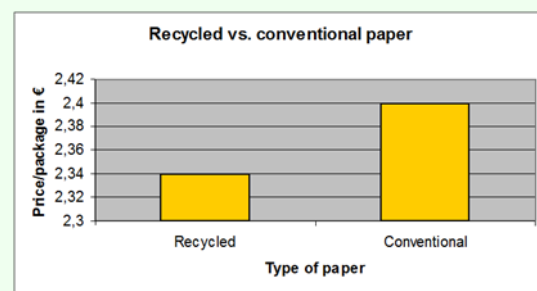
Box Figure 12.1 – Results of cost savings from the Joint Procurement of Recycled Paper, Amaroussian municipality,

Moreover, the price of recycled paper through the joint procurement, 2,34€ per package, compared to the price of “conventional” paper for the same volume of product at the Municipality of Amaroussion, 2,20€, was only 6% more. Even more impressive was the case of Kalithea-Rhodes, where the amount paid for the conventional paper was €2.40 per package (figures 12.2. and 12.3).

In terms of price, the higher quantity of recycled paper required led to cost savings. The price offered per package was €2.34. The cost for the same type of paper for the Municipality of Amaroussion prior to the JP was €2.90 per package. This represents a 19% price reduction for Amaroussion.



Box Figure 12.2 - Municipality of Amaroussion



Box Figure 12.3 - Kalithea-Rhodes Sustainability Non-Profit Municipal Company

Finally, the pilot activity also raised awareness on the potential of JP. Through the publicity the JP activity generated, many municipalities showed interest. In terms of the wider market impact, JP activities could be seen as helping to stimulate the market for recycled paper. The activity significantly promoted the concept of green purchasing, by achieving a good relation price/quality.

6. Tools for SPP

Framework

This chapter introduces environmental and social labels, as well as other relevant tools for SPP. This information is intended to help the reader to recognise the labels and tools and know how to use them in the procurement process.

Main topics addressed

- ✓ Ecolabels for several product and services categories;
 - ✓ Social labels that apply to organisations, products or services;
 - ✓ Tools for calculating Life-Cycle Costs and CO₂ Emissions of products and services;
 - ✓ Management systems for organisations.
-

6.1 Environmental tools

A procurer engaged with SPP can count on a set of tools that can support in tackling its environmental dimension (see section 5.4.).

These can be specific to procurement - as the EU GPP toolkit - and help to introduce environmental criteria in procurement procedures. Usually these tools were designed to be used directly in the different procurement procedure phases.

On the other hand, there are tools - as ecolabels and other certification schemes - that can be used to develop criteria to be included in tenders (technical specifications, awarding criteria and contract performance clauses) or to assure good environmental performances of products and services, which in turn ease verification efforts within procurement procedures.

Finally, there are tools related to organisations' environmental performance - the environmental management systems - which assure environmental sound practices and can be used in the suppliers selection phase.

It is worth noting that many of these labels and certification schemes are themselves certified by a third-party organisation that guarantees their credibility. One common example of such an organisation is the ISEAL Alliance (International Social and Environmental Accreditation and Labelling), whose members are standard-setting organisations and accreditation bodies with world-wide recognition. ISEAL assures the credibility of the sustainability standards set out by a determined body by assessing its compliance with the ISEAL Codes of Good Practice (<http://www.isealalliance.org>).

6. Tools for SPP

The following chapters present some of the most relevant environmental tools applied to products, services and organisations.

6.1.1 EU GPP Toolkit

The EU has developed a toolkit specifically aimed to assist procurers in developing GPP procedures. This toolkit is composed by three modules, supplies training documents, guidelines on how to develop a strategy for GPP, clarification on legal issues, practical examples and ready to use environmental criteria with instructions on how to integrate it in the tender procedures.

The EU GPP criteria have been harmonized taking into account the specificities of the EU market and Member States. Currently the criteria development process (GPP work plan) is being coordinated with the EU Ecolabel work plan, the objective being to make the EU GPP process follow the Ecolabel criteria-setting procedure. As such this process will allow for any product carrying the EU Ecolabel to be immediately compliant with the EU GPP criteria (European Commission, 2014).

Presently the EU GPP criteria pertain to 23 priority sectors, considered to be the most suitable for greening public procurement.

Error! Reference source not found. details more information on the EU GPP toolkit.

Sheet 1 – EU GPP Toolkit



EU GPP Toolkit

APPLIES TO: 23 priority products and services

SCOPE: environmental

BRIEF OVERVIEW

The EU GPP toolkit consists of 3 independent modules designed to be used by public purchasers and by GPP trainers or for integration in general public procurement training courses and workshops.

The three modules are dedicated to the following topics:

1. **Module 1: An action plan for GPP** – A strategic module which seeks to raise the political support for GPP.
2. **Module 2 – Legal Module** – A legal module which seeks to clarify legal issues.
3. **Module 3 – Practical module** – An operational module aimed at purchasing officers. This module aggregates the EU GPP criteria, which is organized in concrete examples readily available to be introduced in tender documents.

Users are introduced to the EU GPP approach through the presentation "Buying Green! Making a Difference through GPP" (see **INFO PAGE/WEBSITE** below).

Sheet 1 – EU GPP Toolkit



EU GPP Toolkit

APPLIES TO: 23 priority products and services

SCOPE: environmental

USES/BENEFITS/TARGET

The EU GPP toolkit is intended to promote training and support the implementation of GPP procedures. It is a valuable asset that eases much of the procurers work and helps disseminate and mainstream GPP.

CRITERIA /METHODOLOGY

Currently the EU GPP criteria address 23 priority products and services:

- Cleaning products and services;
- Combined Heat and Power (CHP);
- Construction;
- Copying and graphic paper;
- Electrical and Electronic Equipment used in the Health Care Sector;
- Electricity;
- Food and Catering services;
- Furniture;
- Textiles;
- Toilets and Urinals;
- Wall Panels;
- Water-based Heaters;
- Gardening products and services;
- Hard floor-coverings;
- Imaging Equipment;
- Indoor lighting;
- Office IT equipment;
- Road construction and traffic signs;
- Sanitary Tapware;
- Street lighting and traffic signals;
- Thermal insulation;
- Transport;
- Waste Water Infrastructure.

The EU has set up a group of GPP criteria that is standard for all Member States, in order to avoid a distortion of the single market and a reduction of EU-wide competition.

The priority sectors for implementing GPP were selected through a multi-criteria analysis including:

- scope for environmental improvement;
- public expenditure;
- potential impact on suppliers;
- potential for setting an example to private or corporate consumers;
- political sensitivity;
- existence of relevant and easy-to-use criteria;
- market availability and economic efficiency.

The criteria are regularly updated and are based on data from an evidence base on existing ecolabel criteria and on information collected from stakeholders of industry, civil society and Member States. The evidence base uses available scientific information and data, adopts a life-cycle approach and engages stakeholders who meet to discuss issues and develop consensus.

Sheet 1 – EU GPP Toolkit



EU GPP Toolkit

APPLIES TO: 23 priority products and services

SCOPE: environmental

ANY OTHER RELEVANT INFORMATION

For each sector covered the user can apply two types of criteria: core and comprehensive.

Core criteria address key environmental impacts, require minimum additional verification effort or cost increases and are suitable for use by any contracting authority within the Member States.

Comprehensive criteria are more ambitious and suited to those wishing to buy the best environmental products/services on the market. Additional verification effort or slight increases in costs may take place.

INFOPAGE/WEBSITE

GPP Toolkit:

http://ec.europa.eu/environment/gpp/toolkit_en.htm

Presentation:

http://ec.europa.eu/environment/gpp/pdf/toolkit/gpp_introduction_en.pdf

GPP Criteria

http://ec.europa.eu/environment/gpp/gpp_criteria_en.htm

6.1.2 Ecolabels

Environmental labelling is a form of sustainability measurement directed at consumers in order to inform purchasing decisions and enable consumers to consider environmental performance when purchasing products and services. An ecolabel identifies a product that meets a wide range of environmental performance criteria or standards.

Section 5.3 has already presented the general principles that apply to ecolabels and the conditions that must be met in order to use them in sustainable public procurement.

In the following sheets, a selection of the most common types of labels and most commonly used in GPP/SPP are described.

Sheet 2 – EU Ecolabel



EU Ecolabel (EU wide)

APPLIES TO: 31 Products and 2 Services

SCOPE: environmental.

BRIEF OVERVIEW

The EU Ecolabel was launched in 1992 when the EC decided to develop a Europe-wide voluntary environmental scheme that consumers could trust and use for identifying products that are environmentally friendly. Currently, the EU Ecolabel can be found on more than 17,000 products.

USES/BENEFITS/TARGET

The EU Ecolabel scheme helps consumers to make informed choices about products and services, promoting those that have a reduced environmental impact. The EU Ecolabel helps protect the environment by identifying products that produce less waste and pollution when compared with similar items on the market. Performance criteria ensure EU Ecolabeled products are effective, energy and water efficient and minimise the use of hazardous substances. Every EU Ecolabel product has the EU Ecolabel logo, which makes it simple for consumers to know that a product or a service is both environmentally friendly and good quality, as it is easy to recognise and reliable.

CRITERIA /METHODOLOGY

To qualify for the EU Ecolabel, products have to comply with a tough set of environmental criteria that considers the whole product life-cycle – from the extraction of the raw materials, to production, packaging and transport, right through to end-use and recycling. The EU Ecolabel Criteria are developed in a transparent way by a group of experts and stakeholders and revised every four years on average to reflect technical innovation such as evolution of materials, production processes, as well as other factors like emission reduction and changes in the market. Because the life cycle of every product and service is different, the criteria are tailored to address the unique characteristics of each product type. Thus, product-specific criteria ensure that any product bearing the EU Ecolabel is of good quality with high environmental performance. When developing EU Ecolabel criteria for products, the focus is on the stages where the product has the highest environmental impact, and this differs from product to product. For instance, fabrics have strong environmental impacts during the manufacturing stage, on the other hand electronic equipment has a very high environmental impact during their use phase.

Sheet 2 – EU Ecolabel



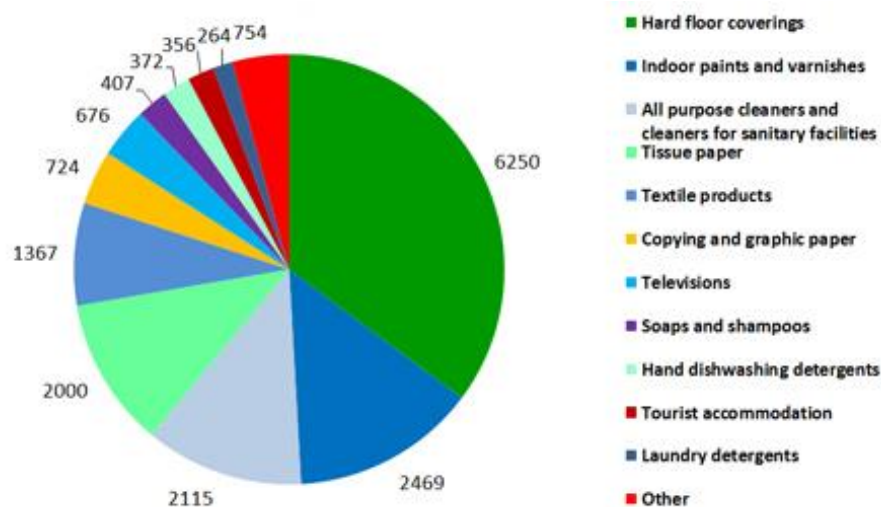
EU Ecolabel (EU wide)

APPLIES TO: 31 Products and 2 Services

SCOPE: environmental.

ANY OTHER RELEVANT INFORMATION

The EU Ecolabel currently covers a huge range of products and services, all non-food and non-medical, grouped in 31 product groups. The diagram below presents the indicative number of EU Ecolabeled products per product group category (January 2012).



Source: <http://ec.europa.eu/environment/ecolabel/facts-and-figures.html>

Sheet Figure 2.1 – Number of EU Ecolabeled products per product group category

INFO PAGE/WEB SITE

<http://ec.europa.eu/environment/ecolabel/>

6. Tools for SPP

Sheet 2 – EU Ecolabel



EU Ecolabel (EU wide)

APPLIES TO: 31 Products and 2 Services

SCOPE: environmental.

Sheet 3 - Nordic Swan ecolabel



Nordic Swan (Scandinavia)

APPLIES TO: 63 product groups (including services)

SCOPE: environmental.

BRIEF OVERVIEW

Since 1989, the Nordic Ecolabel is the official ecolabel for the Nordic countries. Its purpose is to provide consumers with a tool (through the Nordic Ecolabel logo) that helps them choose the best products on the market, from an environmental standpoint. Currently, the Nordic Ecolabel, commonly known in the Nordic countries as “the Swan”, is a world-leading ecolabel with stringent environmental and climate criteria for 63 product groups. There are more than 1100 Swedish companies that market over 6500 Nordic Ecolabeled products.

USES/BENEFITS/TARGET

The Nordic Ecolabel aims to contribute to sustainable consumption. It is a practical tool to help companies make products that are more sustainable, and to guide consumers to select such products.

CRITERIA /METHODOLOGY

Criteria are developed by using a life-cycle perspective, i.e. considering the various environmental effects that a product has, including: energy and water usage, types of chemicals used, the discharges to the air, water and ground that the product produces, recycling and reuse of waste products. The Nordic Ecolabel criteria are developed for product groups that can achieve the highest environmental impact gains. Product groups are chosen based on relevance, i.e. with significant environmental impacts, on the potential for environmental improvements (in terms of both volume and environmental impacts), as well as on the potential to positively influence the production processes. Criteria are decided in an open process with the involvement of experts from the business world, environmental organisations and authorities. The criteria are continually revised, in order to push companies to a more sustainable production.

ANY OTHER RELEVANT INFORMATION

Today 63 product groups (including services) can apply for the voluntary Nordic Ecolabel licence. This includes, among others, hotels, restaurants, cleaning services,

6. Tools for SPP

Sheet 2 – EU Ecolabel



EU Ecolabel (EU wide)

APPLIES TO: 31 Products and 2 Services

SCOPE: environmental.

batteries, and cleaning detergents.

INFO PAGE/WEB SITE

<http://www.svanen.se/en/>

Sheet 4 - The Blue Angel ecolabel



Blue Angel (Germany)

APPLIES TO: products, services and companies.

SCOPE: environmental.

BRIEF OVERVIEW

The Blue Angel is only awarded to products and services that meet high standards of serviceability, health, and occupational protection. This is guaranteed by the Environmental Label Jury, the German Federal Ministry for the Environment, the Federal Environment Agency as well as RAL GmbH. Today there are 13,000 products in 120 product categories.

USES/BENEFITS/TARGET

The Blue Angel aims at testing all of the labelled products' important features concerning the protection of environment, health and consumers. The environmental benefit that a Blue Angel product offers is easily identifiable, as the logo displays the product's main protection goal. A climate-friendly product can thus be recognised by the note "protects the climate". The product-based logo contains a detailed reference to the product's relevant traits such as "because energy-efficient and low-emission."



CRITERIA /METHODOLOGY

The requirements to be met by products are laid down in specific "Basic Award Criteria" for the respective product group (e.g. paints and varnishes, recycled paper). These documents also provide detailed information on how to verify compliance with

6. Tools for SPP

Sheet 2 – EU Ecolabel



EU Ecolabel (EU wide)

APPLIES TO: 31 Products and 2 Services

SCOPE: environmental.

the defined criteria. The award criteria are developed on the proposal of the *Umweltbundesamt* (Federal Environment Agency) in close consultation with product manufacturers, testing bodies and consumer associations. The final decision or the adoption of the award criteria is made by the independent Environmental Label Jury, which convenes twice a year.

ANY OTHER RELEVANT INFORMATION

Product groups containing large numbers of label users are: paints and varnishes, wallpapers, hygienic papers, heating systems, as well as paper products and furniture.

INFO PAGE/WEB SITE

www.blauer-engel.de

Sheet 5 NF Environnement Mark



NF Environnement Mark (France)

APPLIES TO: products.

SCOPE: environmental.

BRIEF OVERVIEW

The *NF Environnement* mark is a voluntary certification mark issued by AFNOR Certification. This mark, which was created in 1991, is the French ecological certification. It is awarded to products that have a reduced effect on the environment while offering an equivalent performance.

USES/BENEFITS/TARGET

The *NF Environnement* mark aims to certify that the products and/or services on which it is affixed have a minimal negative impact on the environment, along with a satisfactory quality of use compared to other similar products or services available on the market. The use of products bearing the *NF Environnement* mark contributes to ecologically responsible consumer behaviour.

6. Tools for SPP

Sheet 5 NF Environnement Mark



NF Environnement Mark (France)

APPLIES TO: products.

SCOPE: environmental.

CRITERIA /METHODOLOGY

To every stage of the product or service life-cycle a multi-criteria approach is applied as far as needed. To be issued the NF *Environnement* mark, the product must comply with ecological and fitness for purpose criteria. These criteria are the result of negotiations between representatives of manufacturers, consumers, environmental protection and distributor associations and public authorities.

ANY OTHER RELEVANT INFORMATION

The NF mark can be found on many everyday products. NF *Environnement* certification may apply to products and/or services intended for consumers, as well as intermediary products or services. It may also be attributed to products and/or services with functions contributing to environmental protection.

INFO PAGE/WEB SITE

www.marque-nf.com

Sheet 6 - Milieukeur ecolabel



Milieukeur environmental quality label (The Netherlands)

APPLIES TO: companies and their products and services

SCOPE: environmental and social.

BRIEF OVERVIEW

Milieukeur, the Dutch environmental quality label, has a broad approach towards sustainable production of products and services. The certification schemes of Milieukeur relate to the whole life cycle of the product or service, and address important sustainability themes.

USES/BENEFITS/TARGET

The Milieukeur environmental quality label aims to stimulate producers to achieve a lower environmental impact and a higher consideration of human and animal welfare, whilst at the same time enabling consumers to purchase products more responsibly. Milieukeur considers the whole life-cycle of the product or service, including energy and water use, greenhouse gas emissions, harmful substances, fine particles, packaging and waste, raw materials and working conditions.

6. Tools for SPP

Sheet 6 - Milieukeur ecolabel



Milieukeur environmental quality label (The Netherlands)

APPLIES TO: companies and their products and services

SCOPE: environmental and social.

CRITERIA /METHODOLOGY

The criteria for Milieukeur are developed specifically for key product groups. The criteria are established by a set of procedures under the responsibility of the "Panels of Experts" for agro/food and for non-food products. Producer organisations, the retail trade, government, scientists, ecologists and consumer groups are represented on the Panels. Further fine-tuning is achieved through public hearings with participants such as businesses and social organisations. This method, approved by the Dutch Accreditation Council (RvA), ensures broad and reliable social support. Independent certification institutes periodically check if the products and services meet the Milieukeur requirements. SMK has licensing agreements with certification institutes for each product group. These institutes have been accredited by the Dutch Accreditation Council, which demonstrates that they carry out expert, reliable and impartial inspections. The inspections are carried out in accordance with European standards for product certification (formerly 45011, now ISO / IEC 17065:2012).

ANY OTHER RELEVANT INFORMATION

As of December 2013 there are 598 businesses with a Milieukeur product certificate. It's not just Dutch businesses that have their products certified. Production according to the Milieukeur requirements also takes place in Germany, Belgium, Spain, Italy and South Africa.

INFO PAGE/WEB SITE

www.milieukeur.nl

Sheet 7 - AENOR ecolabel



AENOR Medio Ambiente (Spain)

APPLIES TO: companies and their products and services

SCOPE: environmental.

BRIEF OVERVIEW

AENOR is a Spanish certification body authorized to certify companies and products according to a variety of standards, including numerous ISO standards, EMAS, AISE, and others. AENOR also certifies products and services with its own ecolabel, "AENOR Medio Ambiente", since 1993. The AENOR Environmental Marks for Calculated, Offset or Reduced CO₂ Emissions, guarantees voluntary commitment to reduce greenhouse gas emissions, collaborating alongside other organisations in the fight against climate change.

USES/BENEFITS/TARGET

AENOR offers three ecolabels, related to carbon footprints:

- AENOR Environmental Mark for Calculated CO₂eq Emissions – the footprint is calculated using internationally recognised references and the right to use it is granted yearly.
- AENOR Environmental Mark for Offset CO₂eq Emissions – the carbon footprint is calculated using internationally recognised references, and resulting tonnes CO₂ can be offset using VERs or CERs.
- AENOR Environmental Mark for Reduced CO₂eq Emissions – the carbon footprint is calculated using internationally recognised references, and the organisation must show that it has reduced emissions by at least 3% with regard to the previous year, and the right to use it is granted yearly.

CRITERIA /METHODOLOGY

To be awarded the "AENOR Medio Ambiente" ecolabel, a product or service must meet AENOR's certification requirements. These requirements cover several environmental criteria, including the choice of raw materials, use of hazardous substances, waste management and recycling, and carbon emissions. To be certified, a product or service must perform better in these categories than its competitors, making it an environmentally preferable product. To be certified by AENOR, a company must submit an application that explains how its products and services meet the certification criteria. The company must then undergo an inspection and/or provide product samples to verify that the products and services comply with these criteria. If the company's products and services fulfil all the necessary criteria, the company is certified and may use the "AENOR Medio Ambiente" ecolabel. Certified companies are subject to additional surveillance audits to ensure continued compliance with the certification criteria.

ANY OTHER RELEVANT INFORMATION

N/A.

INFO PAGE/ WEB SITE:

<http://www.aenor.es>

Sheet 8 - EU organic logo



EU organic logo (often referred to as “euro leaf”)

APPLIES TO: food products

SCOPE: environmental.

BRIEF OVERVIEW

Under Regulation (EC) No 834/2007 of 28 June, the use of the EU organic logo is compulsory for organic pre-packaged food placed on the EU market, and produced within the European Union where the terms referring to organic production (e.g. organic, bio, eco, and others as stated in Article 23(1) of the Regulation) are used.

It is also possible to use it on a voluntary basis for non-pre-packaged organic products produced within the Union and which satisfy the requirements set out under or pursuant to Regulation (EC) No 834/2007 or any organic products imported from third countries and recognized as equivalent in accordance with Regulation (EC) No 834/2007. Operators are not obliged to use the logo on organic products when those products are only placed on third countries' markets. In cases where the logo is used, the EU legal provisions must be respected, however.

If used on a product, the EU organic logo indicates that this product is in full conformity with the conditions and regulations for the organic farming sector established by the European Union. For processed products it means that at least 95% of the agricultural ingredients are organic. Next to the new EU organic logo, a code number of the control body is displayed as well as the place where the agricultural raw materials composing the product have been farmed.

It should be underlined that although the use of the logo is compulsory where the terms referred to in Article 23(1) of Regulation (EC) No 834/2007 are used, the organic logo is not exclusive on the packaging: national and private labels may be used and can be displayed on organic products next to the Euro-leaf, if they still respect EU legislation.

USES/BENEFITS/TARGET

The organic logo guarantees that:

- The production respects nature;
- The products are produced in a sustainable way;
- The operators of organic production are controlled once per year by control bodies or control authorities to ensure that they respect all organic rules and all health and consumer protection rules;
- Farm animals are freely grazing in the open-air and they are treated according to enhanced animal welfare conditions;
- Genetically modified organisms are not allowed in organic agriculture;
- For food, there are strict limitations to the use of chemical pesticides, fertilisers and antibiotics;
- Organic agriculture strictly limits the use of food additives and processing aids and other inputs;
- Most of the inputs for farm production come from the farm itself using local resources and local knowledge;
- Each and every time you buy an organic product from your supermarket, or choose an organic wine at your favourite restaurant, you can be sure they were produced according to strict rules aimed at respecting the environment and animal welfare;

Sheet 6 - Milieukeur ecolabel



Milieukeur environmental quality label (The Netherlands)

APPLIES TO: companies and their products and services

SCOPE: environmental and social.

CRITERIA /METHODOLOGY

EU organic farming criteria are set by Council Regulation (EC) No. 834/2007 of 28 June 2007 on organic production and labelling of organic products repealing Regulation (EEC) No. 2092/91 of 24 June.

This regulation establishes the legal framework for all levels of production, distribution, control and labelling of organic products which may be offered and traded in the EU. It determines the continued development of organic production through the provision of clearly defined goals and principles. General production, control and labelling guidelines were established by the Council Regulation and can therefore only be changed by the European Council of Agricultural Ministers.

The new labelling rules in connection with the obligatory use of the EU organic logo have applied since 1 July 2010 with a transitional period until 1 July 2012. The Council Regulation applies to the following agricultural products, including aquaculture and yeast:

- Living or unprocessed products
- Processed foods
- Animal feed
- Seeds and propagating material
- Collection of wild plants and seaweed is also included in the scope of this Regulation

Not included in its scope:

- Products from hunting and fishing of wild animals.

In addition to the Council Regulation, two Commission Regulations were adopted in 2008 regulating organic production, the import and distribution of organic products as well as their labelling. These regulations are:

- Commission Regulation (EC) No. 889/2008 of 5 September 2008 with detailed rules on production, labelling and control
- Commission Regulation (EC) No. 1235/2008 of 8 December 2008 with detailed rules concerning import of organic products from third countries

ANY OTHER RELEVANT INFORMATION

In Greece, there are national and private labels available in conformity with the EU Standards. Such indicative schemes are the following:

- BIO HELLAS, <http://www.bio-hellas.gr/>
- DIONET, <http://www.dionet.gr/>
- AGROCERT, <http://www.agrocert.gr>

In Portugal a similar scheme is the following:

- AGROBIO – The Portuguese Association for Organic Agriculture, <http://www.agrobio.pt/>

6. Tools for SPP

Sheet 6 - Milieukeur ecolabel



Milieukeur environmental quality label (The Netherlands)

APPLIES TO: companies and their products and services

SCOPE: environmental and social.

INFO PAGE/WEB SITE

http://ec.europa.eu/agriculture/organic/index_en.htm

http://ec.europa.eu/agriculture/organic/downloads/logo/index_en.htm

Sheet 9 - Forest Stewardship Council



Forest Stewardship Council

APPLIES TO: forestry products

SCOPE: environmental and social.

BRIEF OVERVIEW

The Forest Stewardship Council (FSC) is an international not-for-profit organisation established to promote the responsible management of the world's forests. FSC is a certification system that provides internationally recognised standard-setting, trademark assurance and accreditation to companies, organisations, and communities interested in responsible forestry.

USES/BENEFITS/TARGET

The FSC label provides a credible link between responsible production and consumption of forest products, enabling consumers and businesses to make purchasing decisions that benefit people and the environment as well as providing ongoing business value.

Nearly 1000 member organisations representing social, environmental and economic interests determine FSC's policies and procedures.

CRITERIA /METHODOLOGY

The ten FSC Principles require the forest owner or manager to do the following:

Principle 1: compliance with laws and FSC Principles – to comply with all laws, regulations, treaties, conventions and agreements, together with all FSC Principles and Criteria.

Principle 2: tenure and use rights and responsibilities – to define, document and legally establish long-term tenure and use rights.

Principle 3: indigenous peoples' rights – to identify and uphold indigenous peoples' rights of ownership and use of land and resources.

Principle 4: community relations and workers' rights – to maintain or enhance forest workers' and local communities' social and economic well-being.

Sheet 9 - Forest Stewardship Council



Forest Stewardship Council

APPLIES TO: forestry products

SCOPE: environmental and social.

Principle 5: benefits from the forest – to maintain or enhance long term economic, social and environmental benefits from the forest.

Principle 6: environmental impact – to maintain or restore the ecosystem, its biodiversity, resources and landscapes.

Principle 7: management plan – to have a management plan, implemented, monitored and documented.

Principle 8: monitoring and assessment – to demonstrate progress towards management objectives.

Principle 9: maintenance of high conservation value forests – to maintain or enhance the attributes which define such forests.

Principle 10: plantations – to plan and manage plantations in accordance with FSC principles and criteria.

For more detailed information see: <https://ic.fsc.org/principles-and-criteria.34.htm>

Types of Certification

The FSC issues three different types of certificates related to different stages of production and subsequent progress of forest products through the value chain.

Verification against all FSC requirements ensures that materials and products with the FSC label are from responsibly managed forests.

Forest management certification is awarded to forest managers or owners whose management practices meet the requirements of the FSC principles and criteria.

Chain of custody certification applies to manufacturers, processors and traders of FSC certified forest products. It verifies FSC certified material and products along the production chain.

Controlled wood is designed to allow organisations to avoid the categories of wood considered unacceptable. FSC controlled wood can only be mixed with FSC certified wood in labelled FSC mix products.

ANY OTHER RELEVANT INFORMATION

Full member of ISEAL.

INFO PAGE/WEB SITE

<https://ic.fsc.org/index.htm>

Sheet 10 - Energy Star certification



Energy Star

APPLIES TO: energy consuming products

SCOPE: environmental and economic.

BRIEF OVERVIEW

ENERGY STAR is a well-recognized trusted, government-backed symbol for energy efficiency, helping consumers save money and protect the environment through energy-efficient products and practices. The ENERGY STAR label was established to reduce greenhouse gas emissions and other pollutants caused by the inefficient use of energy. It aims to help consumers identify and purchase energy-efficient products that offer savings on energy bills and help protect the environment, without sacrificing performance, features and comfort.

ENERGY STAR was initially an U.S. Environmental Protection Agency (EPA) voluntary program established in 1992, under the authority of the Clean Air Act Section 103(g). This section directs the Administrator to "conduct a basic engineering research and technology program to develop, evaluate, and demonstrate non-regulatory strategies and technologies for reducing air pollution."

As office equipment is traded world-wide, an initial Agreement was signed in 2000 between the Government of the United States of America and the European Community in order to coordinate energy-efficient labelling programmes for office equipment in two of the major global markets for office products. A regulation adopted in November 2001 established the general rules and procedures for the implementation of the Energy Star programme in the Community.

A new EU-US Energy Star Agreement for office equipment was negotiated and came into force in December 2006. This took into account the experiences of the first period of programme implementation, and contained new demanding and innovative energy efficiency criteria. The programme is managed by the EU.

ENERGY STAR is part of the Community strategy to better manage energy demand, contribute to security of energy supply and mitigate climate change.

USES/BENEFITS/TARGET

The Energy Star is awarded to energy efficient products. ENERGY STAR products are independently certified to save energy without sacrificing features or functionality. ENERGY STAR is part of the Community strategy to better manage energy demand, contribute to security of energy supply and mitigate climate change.

Sheet 9 - Forest Stewardship Council



Forest Stewardship Council

APPLIES TO: forestry products

SCOPE: environmental and social.

CRITERIA /METHODOLOGY

In order to earn the label, ENERGY STAR products must be third-party certified. In addition to up-front testing, a percentage of all ENERGY STAR products are subject to "off-the-shelf" verification testing each year. The goal of this testing is to ensure that changes or variations in the manufacturing process do not undermine a product's qualification with ENERGY STAR requirements.

Products can earn the ENERGY STAR label by meeting the energy efficiency requirements set forth in ENERGY STAR product specifications. Specifications are based on the following set of key guiding principles:

- Product categories must contribute significant energy savings nationwide;
- Qualified products must deliver the features and performance demanded by consumers, in addition to increased energy efficiency;
- If the qualified product costs more than a conventional, less-efficient counterpart, purchasers will recover their investment in increased energy efficiency through utility bill savings, within a reasonable period of time;
- Energy efficiency can be achieved through broadly available, non-proprietary technologies offered by more than one manufacturer;
- Product energy consumption and performance can be measured and verified with testing;
- Labelling would effectively differentiate products and be visible for purchasers;

The criteria cover the energy consumption both in the standby and in the use phase, and are further developed and adapted to future technology and market evolution.

Currently, the ENERGY STAR label is commonly used as a certification for Office Equipment (computers, displays, imaging equipment, etc.) and electronics. It is also available for other types of products such as heating & cooling equipment, building products, appliances, etc. In 2014 specifications for computer servers and uninterruptable power supplies were added.

ANY OTHER RELEVANT INFORMATION

An ENERGY STAR database has been created and helps consumer identify the most energy efficient models, within the group of ENERGY STAR qualified office equipment under the newest active specifications. Using the menu the user can navigate the database by category of products, can select, filter and view relevant products per category and subcategory, as well as compare up to 4 similar products side by side.

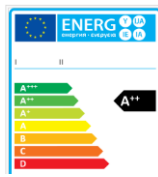
INFO PAGE/WEB SITE

<http://www.energystar.gov/>

<http://www.eu-energystar.org/>

<http://iet.jrc.ec.europa.eu/energyefficiency/eu-energy-star>

Sheet 11 - Eu Energy label



New EU Energy Label

APPLIES TO: energy consuming products.

SCOPE: environmental and economic.

BRIEF OVERVIEW

The EU Energy label for household appliances has been known by consumers since 1995 and was established by EU Directive 92/75/EC of 22 September. This Framework Directive has been replaced by Directive 2010/30/EU of 19 May, which now legislates all aspects of the labelling scheme. Complementing this Directive is a set of delegated Regulations, each one handling a specific product category, covered by the European legislation.

This labelling scheme has proven to be very successful, by promoting a market-led demand for environmentally friendly products and consequentially the development of more efficient technology by suppliers.

Directive 2010/30/EU has set in force the new Energy Label, which was revised in order to stay up to date with technological advances. It defined a new layout for the energy label, making it language neutral by opting to use pictograms, in order to standardize the use, by manufacturers, of a single label for products sold in different countries. A major change was the addition of three more grades of energy efficiency to the label (A+, A++, A+++).

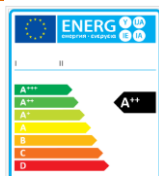
The energy labels classify products through the use of seven energy efficiency classes that range from A to G, A being the most energy efficient, G the least efficient. The label must be displayed when the product is on sale, in catalogues and included by internet retailers on their websites. Other useful information is also given, e.g. noise level, which is mandatory for certain categories, water consumption or capacity.

Currently the label is enforced in the following categories: Refrigerators, freezers, wine storage appliances, washing machines, tumble driers, dishwashers, televisions, air conditioners, vacuum cleaners, water heaters, ovens and range hoods. More product categories will follow over time. As soon as the legislation for a specific category is set in force the new label can be shown.

USES/BENEFITS/TARGET

The purpose of the New Energy label is to inform consumers on energy consumption, performance and other characteristics of energy consuming products. This then allows them to identify the efficiency of the product, compare it with others and assess its potential to reduce energy costs. By promoting energy resource savings, the labelled product contributes to climate change prevention and general environmental protection.

Sheet 11 - Eu Energy label



New EU Energy Label

APPLIES TO: energy consuming products.

SCOPE: environmental and economic.

CRITERIA /METHODOLOGY

In order for a supplier to label a product, he must comply with the guidelines and requirements set out by the complementary delegated Regulation that is specific to the product category.

As defined by EU Directive 2010/30/EU, each delegated Regulation specifies, among other relevant information:

- The exact definition of the type of products to be included;
- the measurement standards and methods to be used in obtaining the information displayed by the label, like energy consumption, other essential resources consumption and noise;
- the details of the technical documentation required to assess the accuracy of the information contained in the label;
- the design and content of the label specific the product category which as far as possible must retain the basic principle set by the framework Directive;

Member states of the European Union are charged with appointing the appropriate authorities to conduct the verification of the labelling scheme, including compliance with measurement standards and methods set out by the delegated Regulation.

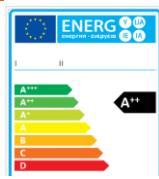
ANY OTHER RELEVANT INFORMATION

Article 9 of EU Directive 2010/30/EU specifically concerns public procurement. It states that for every product covered by a delegated act "(...) contracting authorities shall endeavour to procure only such products which comply with the criteria of having the highest performance levels and belonging to the highest energy efficiency class (...) Member States may make the application of those criteria subject to cost-effectiveness, economic feasibility and technical suitability and sufficient competition" (Par.1). These provisions only apply to "(...) to contracts having a value equal to or greater than the thresholds laid down in Article 7 of Directive 2004/18/EC" (Par. 2).

In **Portugal** the legislative framework for the label has been set in force by Decree-Law n° 63/2011, from May 9th, making it mandatory the display of the new Energy label in all the afore mentioned product categories. DGEG (Directorate-General for Energy and Geology) is the public body responsible that coordinates the application of the legislation, and ASAE (Authority for Food and Economic Security), the public body responsible for the verification of the labelling scheme in the market.

In **Greece**, the Directive was integrated into Greek law through the Common Ministerial decision 12400/1108/02-09-2011. It was published in the official journal with the reference number of 2301/B/14-10-2011. The responsible body to coordinate the implementation of the Decision is the General Secretariat of Industry of the Ministry of Development. The Body can consult with the relevant product category departments of the Ministry or the Dept. of Energy Savings of the Ministry of the Environment. For Monitoring the market other bodies can be called in to collaborate, such as the relevant tax office, the Special Monitoring team of the Ministry of Finance, Customs, the police, the Chambers of Commerce, the departments of the Regional governments, among others.

Sheet 11 - Eu Energy label



New EU Energy Label

APPLIES TO: energy consuming products.

SCOPE: environmental and economic.

INFOPAGE/WEBSITE

<http://www.newenergylabel.com/>

<http://eur-lex.europa.eu/legal-content/EN/ALL/?uri=CELEX:32010L0030%20>

Sheet 12 - Energy Performance of Buildings Certification



Energy performance of Buildings Certification

APPLIES TO: buildings and building units

SCOPE: environmental and economic.

BRIEF OVERVIEW

The energy performance of buildings certification scheme has been put in place with the emergence of the original Energy Performance of Buildings Directive (EPBD – Directive 2002/91/EC of 16 December) and reinforced through its newer version, Directive 2010/31/EU of 19 May.

The EPBD in conjunction with the Energy Efficiency Directive (Directive 2012/27/EU of 25 October), aims to reduce the energy consumption of buildings that have been found to account for 40% of energy consumption and 36% of CO₂ emissions in the EU. The application of these Directives could reduce total EU energy consumption by 5% to 6% and lower CO₂ emissions by about 5%.

Among other relevant dispositions, the EPBD establishes that Member-States must take the necessary measurements to implement a system of certification of the energy performance of buildings and make mandatory the presentation of energy performance certificates in all advertisements for the sale or rental of buildings,

Under the EPBD the following types of buildings or building units must be certified:

- Buildings or building units which are constructed, sold or rented out to a new tenant;
- Buildings where a total useful floor area over 500 m² is occupied by a public authority and frequently visited by the public. On 9 July 2015, this threshold of 500 m² shall be lowered to 250 m².

The responsibility to certify a building belongs first of all to the owners, that when necessary must contract a qualified expert to conduct the certification process.

Sheet 12 - Energy Performance of Buildings Certification



Energy performance of Buildings Certification

APPLIES TO: buildings and building units

SCOPE: environmental and economic.

USES/BENEFITS/TARGET

The Energy performance certification schemes aim to inform potential home owners or tenants on the energy performance of buildings and reference values such as minimum energy performance requirements. Such information in the hands of the public can drive the housing market towards ever more efficient solutions. By improving the energy performance of a building, significant energy consumption reductions are possible, being an advantage that translates itself into financial benefits to the user, as well as environmental benefits like energy resource savings and CO₂ emissions reductions.

CRITERIA /METHODOLOGY

The EPBD defines that each member-state is responsible for the implementation of a system of certification for the energy performance of buildings in its country. The certification schemes must follow some essential dispositions of the Directive, such as:

- The certificate shall include the energy performance of a building and reference values such as minimum energy performance requirements. It may include additional information such as the annual energy consumption for non-residential buildings and the percentage of energy from renewable sources in the total energy consumption.
- The certificate must include technically feasible recommendations for the cost-optimal or cost-effective improvement of the energy performance of a building or building unit, unless there is no reasonable potential for such improvement compared to the energy performance requirements in force.
- The certificate must provide indications on where the owner or tenant can receive more detailed information (such as regarding recommendations, incentives and financing possibilities)

To get a building or building unit certified the owner or tenant must contact a qualified and/or accredited expert to conduct the certification process. These experts assure an independent assessment and can operate in a self-employed capacity or employed by public bodies or private enterprises. Member states are responsible for the certification and/or accreditation of these experts, and must ensure publicly available and regularly updated lists of such professionals or of companies which offer their services.

The methodology for calculating the energy performance of buildings takes into account European standards, and consists in determining the calculated or actual annual energy that is consumed in order to meet the different needs associated with the building's typical use, reflecting the heating energy needs and cooling energy needs to maintain the envisaged temperature conditions of the building, and domestic hot water needs.

The energy performance of a building is expressed in a transparent manner, and includes an energy performance indicator and a numeric indicator of primary energy use.

Sheet 12 - Energy Performance of Buildings Certification



Energy performance of Buildings Certification

APPLIES TO: buildings and building units

SCOPE: environmental and economic.

ANY OTHER RELEVANT INFORMATION

In what pertains to new buildings, the certificate presents itself as a mechanism for the verification of the thermal demands to which those buildings are subjected under the EPDB. Relatively to old buildings it's as much a promotion tool as an element for the identification of possible measures that can lead to an improvement in the energy performance of the building and comfort.

In the scope of the EPBD and the certification systems implementation, Member States are delegated to encourage public authorities to take a leading role in this field, and implement the recommendations included in the energy performance certificate issued for buildings owned by them within its validity period.

In Portugal the transposition of EPBD has been put in force by the Law-Decree n. ° 118/2013, from 20 August. In its context ADENE (Energy Agency) is the public body responsible for the management of the National Energy Certification System.

In Greece, Law 4122/13 harmonizes Greek legislation with the EPBD Directive. It establishes the Special Secretariat Inspectorate of Environment and Energy (ΕΥΕΠΕΝ) as the body responsible for the management and monitoring of the National Energy Certification System.

INFOPAGE/WEBSITE

EU legislation:

<http://ec.europa.eu/energy/en/topics/energy-efficiency/buildings>

http://eur-lex.europa.eu/legal-content/EN/ALL/;ELX_SESSIONID=FZMjThLLzfxmmMCQGp2Y1s2d3Tjwtd8QS3pqdkhXZbwqGwlgY9KN!2064651424?uri=CELEX:32010L0031

Portugal:

<http://www.adene.pt/sce/textofags/certificacao-de-edificios>

Greece:

<https://www.buildingcert.gr/>

6. Tools for SPP

6.1.3 Environmental Management Systems

Environmental Management Systems (EMS) are tools that an organisation can implement in order to improve the overall environmental performance of the organisation. These systems allow organisations a clear picture of their environmental impacts, helping them to identify and appropriately manage the significant ones in the direction of a continuous improvement of its environmental performance.

In Europe, the two most important Environmental Management Systems are EU Eco-Management and Audit Scheme (EMAS) and EN ISO 14001.

Section 5.3 has already presented the way to implement an EMS, and section 5.4.1 the conditions that have to be met in order to use them in sustainable public procurement. The following sheets present the most commonly used EMS in SPP/GPP.

Sheet 13 - EMAS



EMAS (EU) – Eco-Management and Audit Scheme.

APPLIES TO: private and public organisations

SCOPE: environmental.

BRIEF OVERVIEW

Performance: EMAS is a voluntary environmental management instrument based on a harmonised scheme throughout the EU. Its objective is to improve the environmental performance of organisations by having them commit to both evaluating and reducing their environmental impact, and continuously improve their environmental performance.

Credibility: The external and independent nature of the EMAS registration process (Competent Bodies, Accreditation/Licensing Bodies and environmental verifiers under the control of the EU Member States) ensures the credibility and reliability of the scheme. This includes both the actions taken by an organisation to continuously improve its environmental performance, and the organisation's disclosure of information to the public through the environmental statement.

Transparency: Providing publicly available information on an organisation's environmental performance is an important aspect of the scheme's objective. It is achieved externally through the environmental statement and within the organisation through the active involvement of employees in the implementation of the scheme. The EMAS logo, which can be displayed on (inter alia) letterheads, adverts for products, activities, and services, is a visual tool which demonstrates an organisation's commitment to improving its environmental performance and indicates the reliability of the information provided.

Sheet 13 - EMAS



EMAS (EU) – Eco-Management and Audit Scheme.

APPLIES TO: private and public organisations

SCOPE: environmental.

USES/BENEFITS/TARGET

The three most common benefits from implementing EMAS are:

- Increased efficiency savings;
- Reduced negative incidents; and
- Improved stakeholder relationships.

CRITERIA /METHODOLOGY:

To receive EMAS registration an organisation must comply with the following steps:

- Conduct an environmental review considering all environmental aspects of the organisation's activities, products and services, methods to assess these, relevant legal and regulatory framework and existing environmental management practices and procedures;
- Adopt an environmental policy containing commitment both to comply with all relevant environmental legislation and to achieve continuous improvements in environmental performance;
- Develop an environmental program that contains information on specific environmental objectives and targets. The environmental program is a tool to help the organisation in its everyday work when planning and implementing the improvements;
- Based on the results of the review, establish an effective environmental management system (EMS) aimed at achieving the organisation's environmental policy and at improving the environmental performance continually. The management system needs to set responsibilities, means to achieve objectives, operational procedures, training needs, monitoring and communication systems;
- Carry out an environmental audit assessing in particular the management system in place and conformity with the organisation's policy and program as well as compliance with relevant environmental regulatory requirements;
Provide an environmental statement of its environmental performance which lays down the results achieved against the environmental objectives and the future steps to be undertaken in order to continuously improve the organisation's environmental performance;
- The environmental review, EMS, audit procedure and the environmental statement must be approved by an accredited environmental verifier. The validated statement needs to be sent to the EMAS Competent Body for registration and made publicly available before an organisation can use the EMAS logo.

6. Tools for SPP

Sheet 13 - EMAS



EMAS (EU) – Eco-Management and Audit Scheme.

APPLIES TO: private and public organisations

SCOPE: environmental.

ANY OTHER RELEVANT INFORMATION

The European Commission has recognised that ISO 14001 can provide a stepping stone for EMAS. The EN ISO 14001: 2004 environmental management system requirements are an integral part of EMAS III (Annex II of EMAS III). However, EMAS takes into account additional elements to support organisations in continually and significantly improving their environmental performance.

INFO PAGE/WEB SITE

http://ec.europa.eu/environment/emas/index_en.htm

Sheet 14 - ISO 14000 Certification Schemes



ISO 14001:2004 and ISO 14004:2004 – Environmental Management Systems

APPLIES TO: private and public organisations

SCOPE: environmental.

BRIEF OVERVIEW

The ISO 14000 family addresses various aspects of environmental management. It provides practical tools for companies and organisations looking to identify and control their environmental impact and constantly improve their environmental performance. ISO 14001:2004 (Requirements with guidance for use) and ISO 14004:2004 (General guidelines on principles, systems and supporting techniques) focus on environmental management systems. The other standards in the family focus on specific environmental aspects such as life-cycle analysis, communication and auditing.

USES/BENEFITS/TARGET

ISO 14001:2004 can be used by any organisation regardless of its activity or sector. Using ISO 14001:2004 can provide assurance to company management and employees as well as external stakeholders that environmental impact is being measured and improved. The benefits of using ISO 14001:2004 can include:

- Reduced cost of waste management;
- Savings in consumption of energy and materials;
- Lower distribution costs;
- Improved corporate image among regulators, customers and the public.

ISO 14004:2004 provides guidance on the establishment, implementation, maintenance and improvement of an environmental management system and its coordination with other management systems. The guidelines in ISO 14004:2004 are

Sheet 14 - ISO 14000 Certification Schemes



ISO 14001:2004 and ISO 14004:2004 – Environmental Management Systems

APPLIES TO: private and public organisations

SCOPE: environmental.

applicable to any organisation, regardless of its size, type, location or level of maturity. While the guidelines in ISO 14004:2004 are consistent with the ISO 14001:2004 environmental management system model, they are not intended to provide interpretations of the requirements of ISO 14001:2004.

CRITERIA /METHODOLOGY

ISO 14001:2004 sets out the criteria for an environmental management system and can be certified. It does not state requirements for environmental performance, but maps out a framework that a company or organisation can follow to set up an effective environmental management system. It applies to environmental aspects that the organisation identifies as those which it can control and those which it can influence.

ANY OTHER RELEVANT INFORMATION

N/A.

INFO PAGE/WEB SITE

<http://www.iso.org/iso/home/standards/management-standards/iso14000.htm>

6. Tools for SPP

6.1.4 Other environmental initiatives

In this section other environmental initiatives are referred to (as seen in Sheets 14 and 15), like Energy Management Systems and the Environmental Footprint of Products. The latter can provide more information on the environmental impact of products, whilst the first supports organisations from all sectors to have a more efficient energy use.

Sheet 15 – ISO 50001 Certification Scheme



ISO 50001 - Energy management systems

APPLIES TO: private and public organisations

SCOPE: environmental and economic.

BRIEF OVERVIEW

ISO 50001 supports organisations in all sectors to use energy more efficiently, through the development of an energy management system (EnMS).

It facilitates the integration of energy management into the overall efforts of the organisation to improve quality and environmental management. ISO 50001:2011 provides a framework of requirements for organisations to:

- Develop a policy for more efficient use of energy;
- Fix targets and objectives to meet the policy;
- Use data to better understand and make decisions about energy use;
- Measure the results;
- Review how well the policy works, and;
- Continually improve energy management.

USES/BENEFITS/TARGET

Using energy efficiently helps organisations save money as well as helping to conserve resources and tackle climate change.

CRITERIA /METHODOLOGY

ISO 50001:2011 specifies requirements applicable to energy use and consumption, including measurement, documentation and reporting, design and procurement practices for equipment, systems, processes and personnel that contribute to energy performance. It applies to all variables affecting energy performance that can be monitored and influenced by the organisation, although it does not prescribe specific performance criteria with respect to energy.

ANY OTHER RELEVANT INFORMATION

N/A.

INFO PAGE/WEB SITE:

<http://www.iso.org/iso/home/standards/management-standards/iso50001.htm>

Sheet 16 - Product Environmental Footprint



Product Environmental Footprint (EU)

APPLIES TO: products.

SCOPE: environmental.

BRIEF OVERVIEW

The Product Environmental Footprint (PEF) is a multi-criteria measure of the environmental performance of a good or service throughout its life cycle. PEF information is produced for the overarching purpose of seeking to reduce the environmental impacts of goods and services taking into account supply chain activities (from extraction of raw materials, through production and use, to final waste management).

The PEF emerges in a context where the EU, facing a great number of different methodologies being used in the Community space for the assessment and communication of environmental performance, decided to harmonize them in a base method common to all Member-States. This was intended to prevent the discrepancy of results and ensuing distrust that was arising in relation to information on product environmental performance.

Product Environmental Footprint Category Rules (PEFCR) aim at providing detailed technical guidance on how to conduct a product environmental footprint study. PEFCRs complement general methodological guidance for environmental footprint by providing further specification at the product level. PEFCRs will increase reproducibility and consistency in product environmental footprint studies.

The Commission, in collaboration with Confederation of European Paper Industries (CEPI), has tested the process aimed at developing Product Footprint Category Rules (PFCR) for paper. More information on this testing exercise is available at: www.paperpfc.eu

USES/BENEFITS/TARGET

PEF studies may be used for a variety of purposes, including in-house management and participation in voluntary or mandatory programmes.

It is primarily aimed at technical experts who need to develop a PEF study, for example engineers and environmental managers in companies and other institutions.

Sheet 16 - Product Environmental Footprint



Product Environmental Footprint (EU)

APPLIES TO: products.

SCOPE: environmental.

CRITERIA /METHODOLOGY

DG Environment has worked together with the European Commission's Joint Research Centre (JRC IES) and other European Commission services towards the development of a harmonised methodology for the calculation of the environmental footprint of products (including carbon).

This methodology has been developed building on the International Reference Life Cycle Data System (ILCD) Handbook as well as other existing methodological standards and guidance documents (ISO 14040-44, PAS 2050, BP X30, WRI/WBCSD GHG protocol, Sustainability Consortium, ISO 14025, Ecological Footprint, etc.).

The final methodology was published as an Annex to the Commission Recommendation 2013/179/EU on the use of common methods to measure and communicate the life cycle environmental performance of products and organisations (See **ANY OTHER RELEVANT INFORMATION** below).

This version was developed taking into account the results of 2011 road test, the results of the invited expert consultation and of a consultation between Commission services.

ANY OTHER RELEVANT INFORMATION

Final Product Environmental Footprint Method:

<http://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX:32013H0179>

INFO PAGE/WEB SITE

http://ec.europa.eu/environment/eussd/smgp/dev_pef.htm

6. Tools for SPP

6.2 Social tools

Tools to enhance social accountability and insure social performance vary, depending on both the type of products and the social criteria being met. These range from social labels, criteria set-out in international conventions and social responsibility systems. The following section provides information on the most relevant social tools applied to products /services and organisations.

6.2.1 Social labels and other social initiatives

The following sheets contain important information on Social Labels and other social initiatives.

Sheet 17 – Fair Trade label



FLO Label – Fair trade label

APPLIES TO: products

SCOPE: social and environmental.

BRIEF OVERVIEW

Fair trade is an alternative approach to conventional trade based on a partnership between producers and traders, businesses and consumers. When farmers can sell on Fairtrade terms, it provides them with a better deal and with means to achieve a dignified life. Fairtrade offers consumers a powerful way to reduce poverty through their everyday shopping.

When a product carries the FAIRTRADE Mark it means the producers and traders have met Fairtrade Standards. The Fairtrade Standards are designed to address the imbalance of power in trading relationships, unstable markets and the injustices of conventional trade.

The international Fairtrade system made up of Fairtrade International and its member organisations - represents the world's largest and most recognized fair trade system.

The four major actors in the fair trade sector are:

- IFAT-International Federation for Alternative Trade,
- EFTA-European Fair Trade Association,
- FLO-Fair Trade Labelling Organisations International and
- NEWS-Network of European World Shops, jointly promote the FLO Label.

Fairtrade International is the organisation that coordinates Fairtrade labelling at an international level, by setting international standards, organizing support for producers around the world, developing global strategy, and promoting trade justice internationally.

Sheet 17 – Fair Trade label



FLO Label – Fair trade label

APPLIES TO: products

SCOPE: social and environmental.

USES/BENEFITS/TARGET

Fairtrade certification is a product certification system where social, economic and environmental aspects of production are certified against Fairtrade Standards for Producers and Traders.

Fairtrade Standards are designed to tackle poverty and empower producers in the poorest countries in the world. The standards apply to both producers and traders.

The key objectives of the standards are to:

- ensure that producers receive prices that cover their average costs of sustainable production;
- provide an additional Fairtrade Premium which can be invested in projects that enhance social, economic and environmental development;
- enable pre-financing for producers who require it;
- facilitate long-term trading partnerships and enable greater producer control over the trading process;
- Set clear core and development criteria to ensure that the conditions of production and trade of all Fairtrade certified products are socially, economically fair and environmentally responsible.

Fairtrade International also helps producers to gain Fairtrade certification and develop market opportunities.

CRITERIA /METHODOLOGY

Fairtrade Standards distinguish between core requirements, which producers must meet, and development requirements that encourage producers to continuously improve and to invest in the development of their organisations and their workers. This concept is developed for the target group of Fairtrade; disadvantaged producers and workers.

Furthermore, the system monitors the buying and the selling of the product until it is consumer packaged and labelled. Certificates are only issued after a physical inspection has confirmed that all relevant Fairtrade Standards have been complied with.

Thus, this scheme encourages sustainable, social, economic and environmental development of producers and their organisations.

6. Tools for SPP

Sheet 17 – Fair Trade label



FLO Label – Fair trade label

APPLIES TO: products

SCOPE: social and environmental.

ANY OTHER RELEVANT INFORMATION

Fairtrade Standards are limited to certain countries. Only producers in these countries can apply for Fairtrade Certification.

Fairtrade International defines the countries in which it certifies producers as those countries with low and medium development status. The definition is based on the OECD-DAC (Development Assistance Committee) list of recipient countries of Official Development Assistance. The list includes countries with low and middle per capita income as defined by the World Bank, and encompasses almost all countries in Africa, Latin America and the Caribbean, Oceania, and the poorest countries in Asia. Countries and territories are divided into regions based on the UN classification of macro geographical regions.

Excluded from Fairtrade International's geographical scope are European Countries (including Eastern European countries and Turkey) and all G8-countries (thus Russian Federation as an upper-middle income economy).

The scope of Fairtrade certification in China is limited to the certification against the Fairtrade Standard for Small Producers' Organisations. The Fairtrade Standard for Hired Labour, the Fairtrade Standard for Contract Production and the Fairtrade Standard for Fibre Crops (including seed cotton) are not applicable in China.

INFO PAGE/WEB SITE

<http://www.fairtrade.net>

Fair trade standards:

<http://www.fairtrade.net/standards.html>

Sheet 18 – Ethical Trading Initiative



Ethical Trading Initiative

APPLIES TO: organisations

SCOPE: social.

BRIEF OVERVIEW

The members of Ethical Trading Initiative (companies, trade unions and voluntary organisations) work together to tackle many complex questions on the steps companies should take to trade ethically, and how to make a positive difference to workers' lives. ETI members include global companies with thousands of suppliers, international trade union bodies, specialised labour rights organisations and development charities.

All corporate members of ETI agree to adopt the ETI Base Code of Labour practice, which is based on the standards of the International Labour Organisation (ILO).

ETI projects and working groups develop and try out new ideas, often piloting these approaches on the ground in sourcing countries. By taking part in these groups as well as in roundtable discussions, members collectively establish good practice in ethical trade.

USES/BENEFITS/TARGETS

Codes of labour practice can help create space for workers to bargain with management through trade unions. In several countries around the world ETI supports initiatives that raise workers' awareness of their rights and helps to create work cultures where workers can confidently negotiate with management about the issues that concern them.

CRITERIA /METHODOLOGY

ETI corporate membership obligations

Companies that join ETI must adopt the ETI Base Code in full. The Code is widely acknowledged as a model code of labour practice, and is derived from the Conventions of the International Labour Organisation (ILO). By adopting the Code corporate members commit themselves to acknowledge that:

1. Employment is freely chosen
2. Freedom of association and the right to collective bargaining are respected
3. Working conditions are safe and hygienic
4. Child labour shall not be used
5. Living wages are paid
6. Working hours are not excessive
7. No discrimination is practised
8. Regular employment is provided
9. No harsh or inhumane treatment is allowed

As well as adopting the Base Code, corporate members must also sign up to ETI's Principles of Implementation, which set out the approaches to ethical trade that member companies should follow. These require companies to:

- demonstrate a clear commitment to ethical trade;
- integrate ethical trade into their core business practices;
- drive year-on-year improvements to working conditions;
- support suppliers to improve working conditions, for example through advice and training; and
- Report openly and accurately about their activities.

Sheet 18 – Ethical Trading Initiative



Ethical Trading Initiative

APPLIES TO: organisations

SCOPE: social.

Member companies must also play an active part in ETI activities alongside their trade union and NGO colleagues, working in partnership on projects aimed at tackling key ethical trade issues, as well as participating in learning events and other meetings.

Measurement of member companies' performance

Member companies must submit annual reports to the ETI Board which set out the steps they are taking to tackle working conditions in their supply chains. They must tell:

- who is driving the company's ethical trade strategy;
- how much money they have spent on ethical trade activities;
- what training they have given to staff and suppliers;
- what progress they have made in integrating ethical trade into their business practices;
- how they assess working conditions at their suppliers' worksites;
- how they ensure that any improvements requested of their suppliers have been made. Concrete changes to workers' conditions are recorded.

Each year, the ETI Secretariat, together with representatives from its trade union and NGO membership, conducts random validation visits to a minimum of 20 percent of reporting members. The purpose of these visits is to check that the company's management processes and systems for collecting data for its annual report are consistent and reliable. The visits also help build dialogue with member companies about what progress they are making as well as about any problems that arise.

Once company annual reports have been reviewed by the ETI Board, the Secretariat provides detailed feedback to each company, identifying where progress has been made and where further action is required. If member companies do not make sufficient progress, or fail to honour their membership obligations, ETI terminates their membership.

INFO PAGE / WEBSITE

<http://www.ethicaltrade.org>

Sheet 19 – 4C Association



4C Association

APPLIES TO: coffee farmers, trade and industry and civil society

SCOPE: social and environmental.

BRIEF OVERVIEW

The 4C Association is a membership organisation of coffee farmers, trade and industry and civil society. It is based in Bonn, Germany.

The 4C Association does not use a product label. A product label or seal usually serves as a guarantee for a certain set of criteria towards consumers. Coffee in a labelled package communicates that it has been produced to meet certain standards, using certification to ensure the correctness of this claim. 4C as a baseline standard is different. Its main concept is the improvement process. The 4C Association works with independent third-party verifiers to make sure that its members have implemented mechanisms to both measure their improvement process and to assure that they meet a baseline level of sustainability. On coffee packs, consumers might read that the roaster supports the 4C sustainability approach.

USES/BENEFITS/TARGET

Members work jointly towards improving economic, social and environmental conditions for all who make a living in the coffee sector.

The 4C Association is founded on voluntary Code of Conduct comprising basic social, environmental and economic practices in coffee production, processing and trading. The Code is designed to trigger a process of continuous improvement towards sustainability.

Verification is free for farmers and covered through membership fees. A support network provides access to training programmes, promotes good agricultural and management practices, facilitates information exchange and strengthens the self-organisation of farmers.


CRITERIA /METHODOLOGY

The farmers must exclude ten Unacceptable Practices:

- The worst forms of child labour;
- Bonded and forced labour;
- Trafficking of people;
- Prohibiting membership of, or representation by, trade unions;
- Forced eviction without adequate compensation;
- Failure to provide adequate housing for workers, where required;
- Failure to provide potable water to all workers;
- Cutting of primary forest areas or destruction of other forms of natural resources that are designated as protected areas by national and/or international legislation;
- The use of pesticides banned under the Stockholm convention and listed in the Rotterdam Convention on Persistent Organic Pollutants (POPs)
- Immoral transactions in business relations according to international covenants, national law and practices.

Farmers must then measure their performance and progress against 28 principles. The Association's criteria for measuring this progress are set out in an easy to understand

Sheet 19 – 4C Association



4C Association

APPLIES TO: coffee farmers, trade and industry and civil society

SCOPE: social and environmental.

traffic light system of red, yellow and green.

- Red means “to be discontinued”;
- Yellow means “to be improved”;
- Green indicates that compliance has been achieved with the highest level of sustainability in the Code.

This system helps coffee farmers easily identify the areas where they are on track, and those which require more work and attention. It is a valuable guide on their journey towards sustainability.

Example: Principle 4, Social Dimension and the respective Criteria: “Children have the right to childhood and education”

Green	Yellow	Red
Children’s rights to childhood and education are implemented.	Deliberate efforts to remove children from work and get them into education are evident.	There are no measures to encourage the education of children.

It is important to note that farmers have to be part of a 4C Unit and score an average of yellow practices, confirmed by independent third-party verification, before being able to market 4C Compliant Coffee. This means there can be some red indicators, as long as there are an equal number of green indicators. More red indicators than green is not acceptable. The ultimate aim is for all indicators to be green.

A list of all 28 principals is available on the [Illustrated Guide for the 4C Code of Conduct](#) (see **INFO PAGE/ WEB SITE** below).

ANY OTHER RELEVANT INFORMATION

Full member of ISEAL.

INFO PAGE/WEB SITE:

<http://www.4c-coffeeassociation.org/>

Illustrated Guide for the 4C Code of Conduct:

<http://www.4c-coffeeassociation.org/document-library/documents/4c-code-and-verification-documents/illustrated-guide-to-the-4c-code-of-conduct.html?PHPSESSID=p9cehm61kot7guu9d935berj72>

Sheet 20 - Bonsucro



Bonsucro

APPLIES TO: sugarcane organisations and products

SCOPE: social and environmental.

BRIEF OVERVIEW

Bonsucro is a global multi-stakeholder non-profit organisation dedicated to reducing the environmental and social impacts of sugarcane production while recognising the need for economic viability.

Bonsucro it is the first global metric standard for sugarcane.

The Bonsucro organisation has an ever-increasing membership list counting over 100 members from 27 countries representing all areas of the supply chain and a board of directors that is similarly representative of the variety of industry actors.

The Bonsucro vision brings the idea that the sugarcane sector is continuously improving and verified as sustainable.

USES/BENEFITS/TARGET

Bonsucro's objectives

- To apply globally-applicable performance-based principles, criteria, indicators and standards on sugarcane production, based on a credible and transparent process that is focused on the key sustainability drivers in sugarcane production.
- To promote measurable improvements in the key economic, environmental and social impacts of sugarcane production and primary processing.
- To maintain and continuously improve a certification system that enables producers, buyers and others to obtain sugarcane-derived products from sugarcane that has been produced according to credible, transparent, and measurable criteria.
- To support the transition of Bonsucro to an internationally accepted global platform for sugarcane and its derived products that is financially self-sustaining and provides a forum for continuous improvement in production efficiency and sustainability.

CRITERIA /METHODOLOGY

Unlike others, the Bonsucro Production Standard does not set or evaluate management practices (e.g. farming practices), but sets measurable objectives that mills and their sugarcane suppliers must meet.

It addresses key sustainability issues specifically related to the sugarcane sector such as: lack of farming and milling technical efficiencies; poor health and safety conditions of workers; conversion of lands with high biodiversity into sugarcane; poor yields; pollution from fertiliser run-offs; non-engagement with local communities; adverse effects on water supply; land rights issues; and the failure of government to enforce their laws or international conventions.

Bonsucro provides a relevant tool to address the real issues the sugarcane sector faces, and that the actors involved want to see successfully addressed.

Bonsucro has developed two international standards by following the Code of Best Practice set by the ISEAL Alliance.

Sheet 19 – 4C Association



4C Association

APPLIES TO: coffee farmers, trade and industry and civil society

SCOPE: social and environmental.

Production standard

Applies to the mill and its sugarcane-supplying areas.

The Standard is divided into five principles, 28 criteria and 69 indicators.

The principles assess sustainability in the sugarcane industry, addressing social, environmental and economic challenges:

- Obey the law;
- Respect human rights and labour standards;
- Manage input, production and processing efficiencies to enhance sustainability;
- Actively manage biodiversity and ecosystem services;
- Continuously improve key areas of the business.

The indicators used to measure compliance with the criteria either apply to the mill or to the farm, or to both. Bonsucro has developed a tool to measure compliance: the Bonsucro Calculator. It uses production data that mills and farms must collect. Once certified, mills are entitled to sell Bonsucro certified products to the market.

Chain of Custody standard

Applies to any company after the mill that buys certified products. It ensures the traceability of products and of the sustainability claim.

Certification against the chain of custody standard is compulsory for any companies that wish to publicly make a claim on the purchase of certified products. In June 2011, Bonsucro was approved by the EU Commission as a tool to demonstrate the compliance of shipment of ethanol with the EU renewable energy Directive 2009/28/EU of 23 April. Therefore a mill can choose to become certified against the Bonsucro EU production standard in order to be entitled to export its ethanol to Europe.

ANY OTHER RELEVANT INFORMATION

Full member of ISEAL.

INFO PAGE/WEB SITE:

<http://www.bonsucro.com/>

Sheet 21 – GoodWeave



GoodWeave

APPLIES TO: carpet products

SCOPE: social.

BRIEF OVERVIEW

GoodWeave is a non-profit organisation that seeks to end exploitative child labour in the carpet industry and offer educational opportunities to children and support to communities affected by exploitative practices.

The handmade carpet industry exploits nearly 250,000 children. GoodWeave is helping to combat this problem and transform the rug industry by certifying child-labour-free rugs and by providing education and opportunities to rescued and at-risk children. The GoodWeave certification is implemented by GoodWeave International.

In order to earn the GoodWeave label, rug exporters and importers must be licensed under the GoodWeave certification programme and sign a legally binding contract to adhere to the no-child labour standard.

Importers agree to source only from GoodWeave certified exporters in India, Nepal and any other country in which GoodWeave rugs are available. In the United States and other rug-importing countries, only licensed importers are legally permitted to sell carpets carrying the GoodWeave label.

USES/BENEFITS/TARGET

This standard applies to rug making processes carried out in factory, homework and village-based cottage industry situations. It addresses social and environmental issues as well as the transparency needed to ensure implementation. The standard does not include the raw material supply chain for the producers. However, it does include some elements where information from suppliers must be sought, e.g. material safety data sheets (MSDS).

CRITERIA /METHODOLOGY

The standard is organized into seven principles:

1. No child labour is allowed.
2. No forced or bonded labour is allowed.
3. Freedom of association and collective bargaining are recognized.
4. No discrimination is practiced.
5. Decent working conditions for adult workers (including health and safety, wages, hours).
6. Negative environmental impacts of production are identified and minimized.
7. Business processes are transparent and lawful.

ANY OTHER RELEVANT INFORMATION

Full member of ISEAL.

6. Tools for SPP

Sheet 21 – GoodWeave



GoodWeave

APPLIES TO: carpet products

SCOPE: social.

INFO PAGE/WEB SITE

<http://www.goodweave.org>

GoodWeave Standard:

<http://www.goodweave.net/standard>

Sheet 22 – Rainforest Alliance



Rainforest Alliance / Sustainable Agriculture Network

APPLIES TO: agriculture companies and their products.

SCOPE: social and environmental.

BRIEF OVERVIEW

The Rainforest Alliance is an NGO working to conserve biodiversity and ensure sustainable livelihoods by transforming land-use practices, business practices and consumer behaviour. The Sustainable Agriculture Network (SAN) promotes efficient and productive agriculture, biodiversity conservation and sustainable community development by creating social and environmental standards.

Rainforest Alliance promotes standards developed by the SAN that conserve wildlife and wildlands and ensure the well-being of workers and their communities. Farms that meet the criteria of SAN standards earn the right to use the Rainforest Alliance Certified seal.

The Rainforest Alliance and the SAN are joint owners of the Rainforest Alliance Certified system.

USES/BENEFITS/TARGET:

The SAN's sustainable agriculture standard is represented by ten guiding principles:

1. Management system

Social and environmental management systems (according to the complexity of the operation) must be in place so that auditors can confirm that farms are operated in compliance with the Sustainable Agriculture Network (SAN) standard and the laws of the respective countries.

2. Ecosystem conservation

Farmers must conserve existing ecosystems and aid in the ecological restoration of critical areas. They can achieve this by taking steps that protect waterways and wetlands from erosion and contamination, prohibit logging and other deforestation, maintain vegetation barriers and prevent negative impacts on natural areas outside farmlands.

Sheet 22 – Rainforest Alliance



**Sustainable
Agriculture
Network**

Rainforest Alliance / Sustainable Agriculture Network

APPLIES TO: agriculture companies and their products.

SCOPE: social and environmental.

3. Wildlife protection

Certified farms serve as refuge for wildlife, and therefore farmers should monitor wildlife species on farms. This is particularly important for endangered species and their habitats on the land, which farmers should take specific steps to protect. This includes educating workers, prohibiting hunting and the removal of plants and animals from their lands, protecting nesting places, and either releasing captive wildlife or registering animals with the proper authorities.

1. Water conservation

The SAN standard requires that farmers conserve water by keeping track of water sources and consumption. A farm's practices and machinery may need to be modified — or new technology installed — in order to reduce water consumption or to avoid contamination of springs and rivers on and near the property. Farmers should have the proper permits for water use, treat wastewater and monitor water quality.

2. Working conditions

Farmers must ensure good working conditions for all employees, as defined by such international bodies as the United Nations and the International Labour Organisation. The SAN standards prohibit forced and child labour and all forms of discrimination and abuse. Workers should be aware of their rights and of farm policies. They should benefit from legally established salaries, work schedules and any benefits required by the national government. If housing is provided, it must be in good condition, with potable water, sanitary facilities and waste collection. Workers and their families should have access to healthcare and education.

3. Occupational health

Certified farms must have occupational health and safety programs to reduce the risk of accidents. This requires that workers receive safety training — especially regarding the use of agrochemicals — and that farmers provide the necessary protective gear and ensure that farm infrastructure, machinery and other equipment is in good condition and poses no danger to human health. The SAN standard contains extensive criteria for establishing a safe work environment. This includes avoiding the potentially harmful effects of agrochemicals on workers and others, identifying and mitigating health risks and preparing for emergencies.

7. Community relations

The SAN standard requires farmers to be good neighbours and inform surrounding communities and local interest groups about their activities and plans. They should consult with interested parties about the potential impacts of their farm and contribute to local development through employment, training and public works.

8. Integrated crop management

The SAN encourages the elimination of chemical products that pose dangers to people and the environment. Farm managers must monitor pests and use biological or mechanical alternatives to pesticides where possible — and if they determine that agrochemicals are necessary to protect the crop, they are obligated to choose the safest products available and use every possible safeguard to protect

Sheet 22 – Rainforest Alliance

	<p>Rainforest Alliance / Sustainable Agriculture Network</p> <p>APPLIES TO: agriculture companies and their products.</p> <p>SCOPE: social and environmental.</p>
<p>human health and the environment.</p> <p>9. Soil conservation</p> <p>A goal of SAN's sustainable agriculture approach is the long-term improvement of soils, which is why certified farms take steps to prevent erosion, base fertilization on crop requirements and soil characteristics and use organic matter to enrich soil. Vegetative ground cover and mechanical weeding are used to reduce agrochemical use whenever possible.</p> <p>10. Integrated waste management</p> <p>Certified farms are clean and orderly with programs for managing waste through recycling, reducing consumption and reuse. Waste is segregated, treated and disposed of in ways that minimize environmental and health impacts. Workers are educated about properly managing waste on the farms and in their communities.</p>	
<p>CRITERIA/METHODOLOGY</p> <p>To receive certification, interested parties must undergo a series of audits conducted by SAN authorized auditors, under the responsibility of an accredited certification body and comply with the standards set-out.</p>	
<p>ANY OTHER RELEVANT INFORMATION</p> <p>Full member of ISEAL.</p>	
<p>INFO PAGE/WEB SITE</p> <p>Rain Forest Alliance http://www.rainforest-alliance.org/</p> <p>SAN standards http://www.sanstandards.org/</p>	

Sheet 23 – Union for Ethical Bio Trade



Union for Ethical BioTrade

APPLIES TO: companies and their products.

SCOPE: social and environmental.

BRIEF OVERVIEW

The Union for Ethical BioTrade (UEBT) is a not-for-profit association that promotes the "sourcing with respect" of ingredients that come from native biodiversity.

The ethical sourcing of biodiversity refers to practices that promote the sustainable use of natural ingredients derived from flora and fauna that naturally occur in the sourcing area.

USES/BENEFITS/TARGET

Members commit to gradually ensuring that their sourcing practices promote the conservation of biodiversity, respect traditional knowledge and assure the equitable sharing of benefits all along the supply chain.

Its standards reflect the goals of the Convention on biological diversity (CBD), the Convention on international trade in endangered species of wild fauna and flora (CITES), and the Millennium development goals.

CRITERIA /METHODOLOGY

The UEBT verification system is based on the Ethical BioTrade Standard. In order to gradually implement the Standard in all its operations and prioritised supply chains, a **UEBT trading member commits to:**

- Developing a biodiversity management system – framework of the company's sourcing practices.
- Establishing publicly available ethical biotrade sourcing targets.
- Developing three-year work plans for the gradual implementation of the UEBT Standard.
- Assessing the level of priority of the supply chains with help of the ingredient portfolio assessment tool (IPA).
- Undergoing independent audits against the Ethical BioTrade Standard every three years.
- Submitting annual reports on progress made.
- Continuously improving the Ethical BioTrade sourcing practices by periodically redefining priorities, undergoing independent verification and updating annual work plans every three years.

ANY OTHER RELEVANT INFORMATION

Full member of ISEAL.

INFO PAGE/WEB SITE

<http://www.ethicalbiotrade.org>

Ethical BioTrade Standard <http://ethicalbiotrade.org/verification/ethical-biotrade-standard/>

Sheet 24 – UTZ certification



UTZ CERTIFIED

APPLIES TO: farms and cooperatives of coffee, tea and cocoa

SCOPE: social and environmental.

BRIEF OVERVIEW

UTZ certification stands for sustainable farming and better opportunities for farmers, their families and the planet. The UTZ program enables farmers to learn better farming methods, improve working conditions and take better care of their children and the environment.

Through the UTZ-program farmers grow better crops, generate more income and create better opportunities while safeguarding the environment and securing the earth's natural resources.

USES/BENEFITS/TARGET

Farms and cooperatives use UTZ certification to prove that they grow their coffee, tea or cocoa professionally and with care for their local communities and the environment.

Producers comply with the UTZ certified Code of Conduct, which sets criteria for efficient farm management and socially and environmentally responsible production of coffee, cocoa and tea.

UTZ certified training on good agricultural and business practices enables producers to reduce costs and increase yields without compromising the environment or the people involved. Producers are inspected annually by independent auditors to ensure compliance with the Code of Conduct.

UTZ certified offers online real-time traceability providing brands and retailers with a tool to incorporate and credibly demonstrate responsible sourcing practices.

Sheet 24 – UTZ certification



UTZ CERTIFIED

APPLIES TO: farms and cooperatives of coffee, tea and cocoa

SCOPE: social and environmental.

CRITERIA /METHODOLOGY

Criteria Standards

Coffee Code of Conduct:

- http://www.utzcertified-trainingcenter.com/home/images/stories/library_files/EN_UTZ_Coffee_Module_2014.pdf

Cocoa Code of Conduct:

- http://www.utzcertified-trainingcenter.com/home/images/stories/library_files/EN_UTZ_Cocoa_Module_2014.pdf

Tea Code of Conduct:

- http://www.utzcertified-trainingcenter.com/home/images/stories/library_files/EN_UTZ_Tea_Module_2014.pdf

ANY OTHER RELEVANT INFORMATION

Full member of ISEAL.

INFO PAGE/WEB SITE

<http://www.utzcertified.org/>

Sheet 25 – Equitable Origin



Equitable Origin

APPLIES TO: organisations of oil and gas exploitation and production

SCOPE: social and environmental.

BRIEF OVERVIEW

Equitable Origin is the first stakeholder-based, comprehensive social and environmental certification system for oil and gas exploration and production. It aims to bring transparency and accountability to oil and gas operations, at the site level, ensuring that producers are operating with the highest social and environmental standards.

USES/BENEFITS/TARGET

Equitable origin's aim is to create a new norm for oil and gas production through an independent certification system and ecolabel program that rewards responsible practices relating to social, environmental and safety performance.

The organisation's EO100™ Standard focuses on six principles: corporate governance, accountability and ethics; human rights, social impact & community development; fair labour and working conditions; indigenous people's rights; climate change, biodiversity & environment; and project life cycle management.

CRITERIA /METHODOLOGY

The scale and intensity of impacts from oil and gas development and the best approaches for their mitigation can vary considerably from site to site and with different extraction methods.

The EO100™ Standard is designed to be an international, generally applicable system that addresses operational practices and impacts across a broad range of social, environmental, governance and human rights issues that are commonly associated with oil and gas development.

Certification to the EO100™ Standard verifies that oil and gas operators:

- Enhance the long-term social, cultural and economic well-being of local communities by directly including those communities in the decision-making process of oil and gas exploration and production;
- Allow traditionally underrepresented groups such as local and indigenous communities to self-determine the means of their economic development and to have an assurance that, if oil and gas production is allowed in their areas, the process respects their rights, culture and ability to subsist on their lands;
- Promote sustainable development in the region where oil and gas are produced and provide affected communities with a framework for monitoring and evaluating the positive and negative impacts of oil and gas operations;
- Minimize impacts to the physical environment and conserve the integrity of water supplies, air quality and surrounding soils;

Sheet 25 – Equitable Origin



Equitable Origin

APPLIES TO: organisations of oil and gas exploitation and production

SCOPE: social and environmental.

- Reduce the use of ozone-depleting substances (ODS) and generation of greenhouse gas (GHG) emissions, to minimize the extended climate change impacts resulting from oil and gas exploration and production;
- Maintain or restore an ecosystem's integrity, plant and animal biodiversity along with other conservation values;
- Mitigate against indirect and cumulative impacts to habitats, communities and biodiverse zones where oil and gas are produced

Certification to the EO100™ standard provides:

- A protocol for engaging stakeholders in a productive dialogue to build trust and informed support of operators' projects;
- Independent, credible verification of an oil and gas operation's performance
- Public certification that has the support of local and indigenous communities, international NGOs, financing institutions and independent experts;
- A certificate trading and ecolabel system that links certified producers to downstream customers and consumers, raising public awareness of good practices and rewarding the best companies

ANY OTHER RELEVANT INFORMATION

Associate member of ISEAL.

INFO PAGE/WEB SITE

Equitable origin website

<http://www.equitableorigin.com/home/>

EO100™ Standard:

http://www.equitableorigin.com/how-eo-works/eo100-standard/register/eo100en/#_blank

6. Tools for SPP

6.2.2 ILO conventions

This section provides detailed information on the Declaration on Fundamental Principles and Rights at Work from the International Labour Organisation (Sheet 26), given its relevance to social criteria integration in SPP.

Sheet 26 – ILO Declaration on Fundamental Principles and Rights at Work



ILO Declaration on Fundamental Principles and Rights at Work

APPLIES TO: organisations.

SCOPE: social.

BRIEF OVERVIEW

Adopted in 1998, the ILO Declaration on Fundamental Principles and Rights at Work is an expression of commitment by governments, employers' and workers' organisations to uphold basic human values, i.e., values that are vital to our social and economic lives.

The Declaration covers four fundamental principles and rights at work:

- Freedom of association and the effective recognition of the right to collective bargaining:

<http://www.ilo.org/declaration/principles/freedomofassociation/lang--en/index.htm>

- Elimination of all forms of forced or compulsory labour:

<http://www.ilo.org/declaration/principles/eliminationofchildlabour/lang--en/index.htm>

- Effective abolition of child labour:

<http://www.ilo.org/declaration/principles/abolitionofchildlabour/lang--en/index.htm>

- Elimination of discrimination in respect of employment and occupation:

<http://www.ilo.org/declaration/principles/eliminationofdiscrimination/lang--en/index.htm>

USES/BENEFITS/TARGET

Freedom of association and the effective recognition of the right to collective bargaining

Freedom of association is the right of workers and employers to freely form or join organisations that promote and defend their interests at work, without interference from one another or the State. The right to organize applies to all workers and employers, including persons in the "informal sector," i.e., generally those not working under contracts of employment. This right should be guaranteed by the State, regardless of occupation, sex, colour, race, creed, nationality or political opinion.

Collective bargaining is a voluntary process through which employers (or their organisations), and trade unions (or in their absence, workers' representatives) discuss and negotiate their relations and interaction at the workplace, such as pay and other terms and conditions of work. This process of bargaining aims to reach mutually acceptable collective agreements.

Effective recognition of the right to collective bargaining means that workers' organisations are independent and not under the control of employers, or employers'

Sheet 26 – ILO Declaration on Fundamental Principles and Rights at Work



ILO Declaration on Fundamental Principles and Rights at Work

APPLIES TO: organisations.

SCOPE: social.

organisations - and that the authorities do not interfere unduly in the process of collective bargaining.

According to the ILO constitution, freedom of association and effective recognition of the right to collective bargaining are fundamental human rights at work. These rights underpin democratic representation and governance. The ILO declaration on fundamental principles and rights at work, adopted by ILO member-states at the International Labour Conference in 1998, underscores that all member countries have the obligation to respect the fundamental principles involved, whether or not they have ratified the relevant ILO conventions.

All workers and employers have a right to organize. The only exceptions are the armed forces and the police. Studies by the ILO and others suggest these rights, combined with democracy can also enhance export competitiveness and are associated with higher exports of labour intensive goods, productivity growth and innovation. In addition, collective agreements between workers and employers can make business negotiations more predictable, accountable and transparent. This contributes to the certainty and stability in the work place that is essential for making sound investment decisions. There is also growing recognition that greater involvement of workers in the enterprise can improve the quality of management decision-making.

Particular challenges in terms of freedom of association and collective bargaining face workers in the public sector, export-processing zones, agriculture, migrant and domestic workers and those in the informal economy. Women tend to be disproportionately represented in these categories.

Elimination of all forms of forced or compulsory labour

Forced labour occurs where work or service is exacted by the State or individuals who have the will and power to threaten workers with severe deprivations, such as withholding food or land or wages, physical violence or sexual abuse, restricting peoples' movements or locking them up.

The ILO declaration on fundamental principles and rights at work obliges member States to eliminate forced labour. A work relationship should be freely chosen and free from threats.

Countries may have definitions of forced labour that are more comprehensive than the ILO's. The ILO sets minimum standards that fix the bottom line below which individual countries should not fall, but they can naturally achieve higher standards of protection of workers.

Effective abolition of child labour

Every girl and boy must have the opportunity to develop physically and mentally to her or his full potential. The principle of the effective abolition of child labour aims to stop all work by children that jeopardizes their education and development. This does not mean stopping all work performed by children. International labour standards allow the distinction to be made between what constitutes acceptable and unacceptable forms of work for children at different ages and stages of

Sheet 26 – ILO Declaration on Fundamental Principles and Rights at Work



ILO Declaration on Fundamental Principles and Rights at Work

APPLIES TO: organisations.

SCOPE: social.

development.

Elimination of discrimination in respect of employment and occupation

Discrimination at work can occur in every work place and in a variety of forms. It can affect men or women on the basis of their sex, or because their race or skin colour, national extraction or social origin, religion, or political opinions differ from those of others. Often countries decide to ban distinctions or exclusions and forbid discrimination on other grounds as well, such as disability, HIV status or age.

Discrimination at work denies opportunities for individuals and robs societies of what those people can and could contribute. It may be:

1. Direct - when laws, rules or practices explicitly cite a particular ground, such as sex, race, etc. to deny equal opportunities.
or
2. Indirect - where rules or practices appear on the surface to be neutral but in practice lead to exclusions. (e.g. requiring applicants to be a certain height could disproportionately exclude women and members of some ethnic groups. Unless the specified height is absolutely necessary to perform the particular job, this would illustrate indirect discrimination.

The declaration clarifies that these rights are universal, and that applicable to all people in all States - regardless of the level of economic development. It particularly mentions vulnerable groups, including the unemployed and migrant workers. It recognizes that economic growth alone is not enough to ensure equity, social progress and to eradicate poverty.

Sheet 26 – ILO Declaration on Fundamental Principles and Rights at Work



ILO Declaration on Fundamental Principles and Rights at Work

APPLIES TO: organisations.

SCOPE: social.

CRITERIA /METHODOLOGY

The declaration and its follow-up provides three ways to help countries, employers and workers achieve the full realisation of the declaration's objective:

- An annual review composed of reports from countries that have not yet ratified one or more of the ILO conventions that directly relate to the principles and rights stated in the declaration. This reporting process provides governments with an opportunity to state what measures they have taken towards achieving respect for the declaration. It also gives organisations of employers and workers a chance to voice their views on progress made and actions taken, (<http://www.ilo.org/declaration/follow-up/annualreview/annualreports/lang--en/index.htm>).
- The global report, each year provides a dynamic global picture of the current situation of the principles and rights expressed in the declaration. The global report is an objective view of the global and regional trends on the issues relevant to the declaration and serves to highlight those areas that require greater attention. It serves as a basis for determining priorities for technical cooperation, (<http://www.ilo.org/declaration/follow-up/globalreports/lang--en/index.htm>).
- Technical cooperation projects, are designed to address identifiable needs in relation to the declaration and to strengthen local capacities thereby translating principles into practice, (<http://www.ilo.org/declaration/follow-up/tcprojects/lang--en/index.htm>).

INFO PAGE/WEB SITE

<http://www.ilo.org>

6. Tools for SPP

6.2.3 Social Responsibility Systems

Social responsibility presents itself as an instrument for change in markets that challenges organisations in the social, environmental and economic fields, thusly contributing to sustainable development.

With this scope in mind, the following section presents certifications that apply to organisations and provide guidance on social responsibility.

Sheet 27 – ISO 26000



ISO 26000:2010 – Guidance on social responsibility

APPLIES TO: private and public organisations.

SCOPE: social and environmental.

BRIEF OVERVIEW

ISO 26000: 2010 is different from other ISO standards because it provides guidance rather than requirements. It is a voluntary guidance standard on social responsibility, aiming to help clarify what social responsibility is, help businesses and organisations translate principles into effective actions and to share best practices relating to social responsibility at a global level. As ISO 26000 does not contain requirements it is not a management system standard and it is not intended for certification purposes. It can be used by all types of organisations.

Representatives from governmental and nongovernmental institutions, industry, and consumer and labour organisations around the world contributed in the development of ISO 26000. After 5 years of negotiations between them the standard was launched in 2010.

ISO 26000:2010 provides guidance to all types of organisations, regardless of their size or location, on:

- a) concepts, terms and definitions related to social responsibility;
- b) the background, trends and characteristics of social responsibility;
- c) principles and practices relating to social responsibility;
- d) the core subjects and issues of social responsibility;
- e) integrating, implementing and promoting socially responsible behaviour throughout the organisation and, through its policies and practices, within its sphere of influence;
- f) identifying and engaging with stakeholders; and
- g) **communicating** commitments, performance and other information related to social responsibility.

Sheet 27 – ISO 26000



ISO 26000:2010 – Guidance on social responsibility

APPLIES TO: private and public organisations.

SCOPE: social and environmental.

USES/BENEFITS/TARGET

ISO 26000 aims to encourage organisations to face their compliance with the law as an essential part of their social responsibility and to go beyond it and contribute to sustainable development. It also aims to promote common understanding of social responsibility.

The core principles of the guidelines are:

- Accountability;
- Transparency;
- Ethical behaviour;
- Respect for stakeholder interests;
- Respect for the rule of law;
- Respect for international norms of behaviour;
- Respect for human rights.

According to ISO the goal of any organisation practising these guidelines, would be “to maximise its contribution to sustainable development.”

CRITERIA /METHODOLOGY

ISO 26000 addresses 7 core subjects, including several issues. These are based on the core subjects of organisational governance and human rights, labour practices, environment, fair operating practices, consumer issues, community involvement and development.

The sub-issues for each category by core subject are:

Organisational governance and human rights: due diligence; human rights risk situations; avoidance of complicity; resolving grievances; discrimination and vulnerable groups; civil and political rights; economic, social and cultural rights; fundamental principles and rights at work.

Labour practices: employment and employment relationships; conditions of work and social protection; social dialogue; health and safety at work; human development and training in the workplace.

The environment: prevention of pollution; sustainable resource use; climate change mitigation and adaptation; protection of the environment, biodiversity and restoration of natural habitats.

Fair operating practices: anti-corruption; responsible political involvement; fair competition; promoting social responsibility in the value chain; respect for property rights.

Consumer issues: fair marketing, factual and unbiased information and fair contractual practices; protecting consumers' health and safety; sustainable consumption; consumer service, support, and complaint and dispute resolution; consumer data protection and privacy; access to essential services; education and awareness.

Sheet 27 – ISO 26000



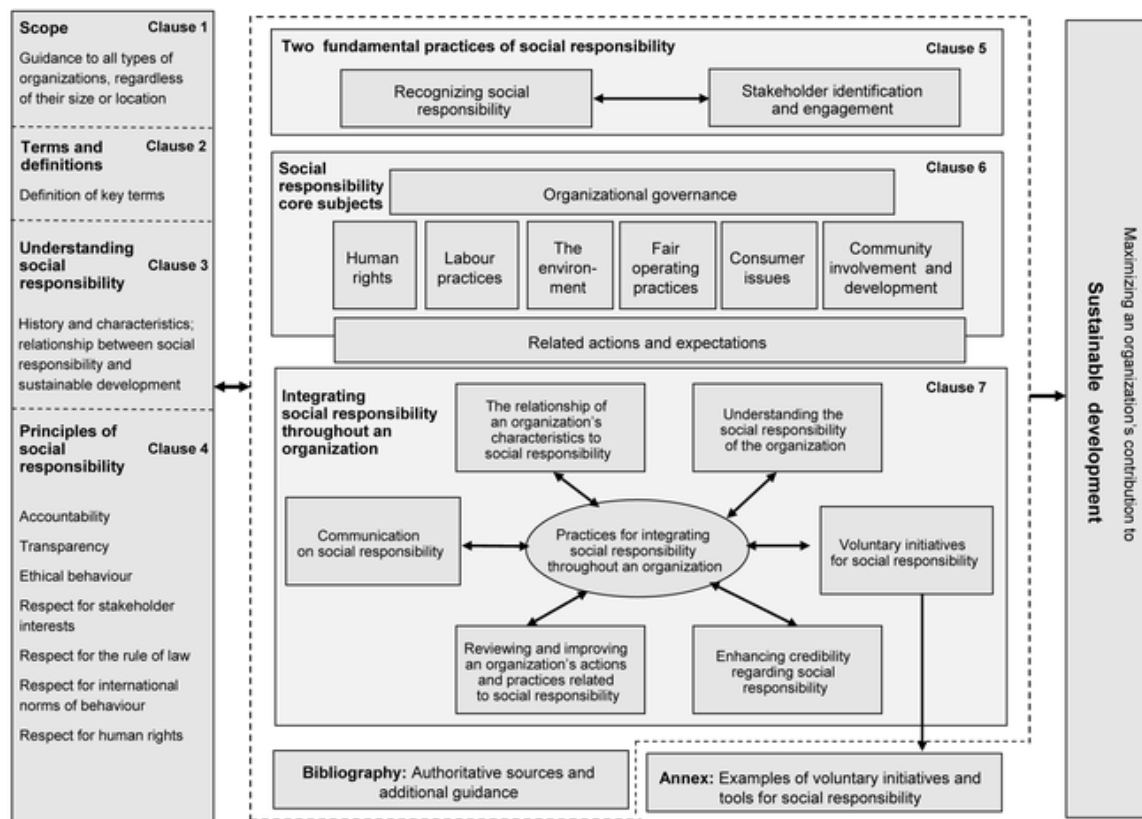
ISO 26000:2010 – Guidance on social responsibility

APPLIES TO: private and public organisations.

SCOPE: social and environmental.

Community involvement and development: community involvement; education and culture; employment creation and skills development; technology development and access; wealth and income creation; health; social investment.

OTHER RELEVANT INFORMATION:



Sheet Figure 27.1 — Schematic overview of ISO 26000

INFO PAGE/ WEBSITE

<http://www.iso.org/iso/iso26000>

Sheet 28 – NP 4459

PORTUGUESE STANDARD - NP 4469 – 1 (2008); NP 4469 – 2 (2010) – Social responsibility management system

Part I: Requirements and guidelines for its usage

Part II: Implementation orientation guide

APPLIES TO: public and private organisations.

SCOPE: social and environmental.

BRIEF OVERVIEW

This standard was prepared by the Portuguese technical committee for standardization CT 164 "Social responsibility", under the Portuguese quality system, whose activity is ensured by the Portuguese Association for Business Ethics (APEE), and it has the status of a national Standard.

For the purpose of this standard, social responsibility is understood as any voluntary actions undertaken by organisations in order to create or to maximize their positive impacts, as well as to reduce or eliminate their negative impacts.

USES/BENEFITS/TARGET

The general purpose of this standard is to encourage and to guide organisations towards a more socially responsible performance, within the context of the challenges of sustainable development. However, implementation and eventually certification of the social responsible management system according to the requirements of this standard does not mean, in and of itself, that the organisation is socially responsible, but solely that its management possesses the mechanisms for it to become, potentially, more and more like so.

This part one of the standard specifies all the requirements for a social responsibility management system and applies to all organisations of all types and dimensions, and may be adapted to different geographic, cultural and social conditions.

In order to facilitate the operationalization of NP 4469, it was decided to develop a second part of the standard which would help the interpretation of the first part requirements. The second part is divided into intention, interpretation, self-diagnosis and examples of evidence.

CRITERIA /METHODOLOGY

The model adopted in this standard is based upon two interconnected cycles, one of for strategic management and the other for operational management.

The strategic management cycle starts with the definition of the guiding values and principles of the organisation, and with the commitment by the top management towards continuous improvement and the social responsibility management system. In this cycle, it is fundamental to analyse the environmental, economic and social context, as well as that of the organisation, in order to carry out a first identification of stakeholders and social responsibility aspects that are related to it, which shall become the basis for defining the social responsibility policy.

Whenever the organisation, either for endogenous or exogenous reasons (relevant context changes, expansion of its activities, crisis situations, etc.), finds it necessary to change its strategy, it should restart this cycle. Exiting the strategic revision cycle

Sheet 28 – NP 4459

PORTUGUESE STANDARD - NP 4469 – 1 (2008); NP 4469 – 2 (2010) – Social responsibility management system

Part I: Requirements and guidelines for its usage

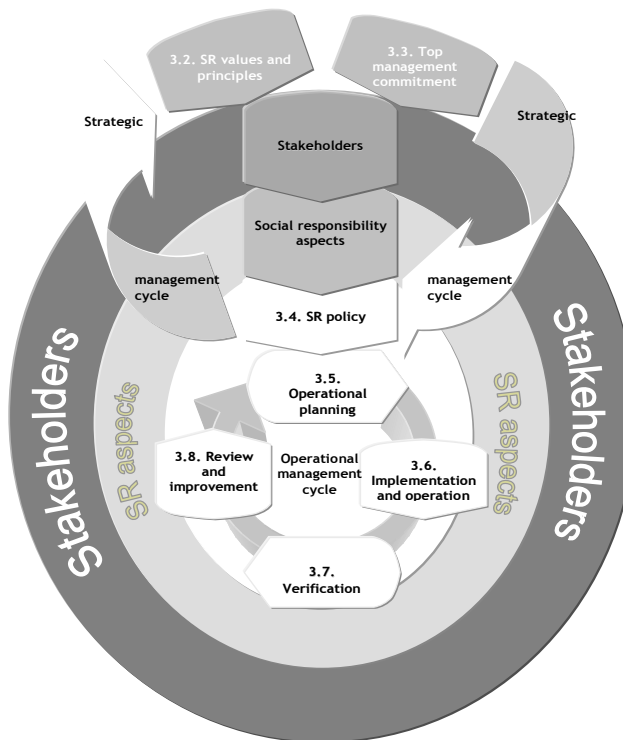
Part II: Implementation orientation guide

APPLIES TO: public and private organisations.

SCOPE: social and environmental.

should generate a new operational management cycle.

The operational management cycle enables to fulfil the social responsibility policy through planning, implementation, verification and review activities, and through improving the organisation's performance in terms of social responsibility. This cycle is based upon the continuous improvement cycle, also known as the Deming Cycle, or the PDCA Cycle (Plan, Do, Check, Act).



Sheet Figure 28.1 – Model of a social responsibility management system according to NP 4469.

ANY OTHER RELEVANT INFORMATION

The following standards were considered for designing the NP 4469: NP EN ISO 9001:2000, NP EN ISO 14001:2004, NP 4397:2001 and NP 4460-1: 2007, with the purpose of enabling the organisation to line up or to integrate its own social responsibility management system with the requirements of other related management systems, for the benefit of its users.

Sheet 28 – NP 4459

PORTUGUESE STANDARD - NP 4469 – 1 (2008); NP 4469 – 2 (2010) – Social responsibility management system

Part I: Requirements and guidelines for its usage

Part II: Implementation orientation guide

APPLIES TO: public and private organisations.

SCOPE: social and environmental.

INFO PAGE/WEB SITE

Portuguese Institute for Quality

<http://www1.ipq.pt/PT/Pages/Homepage.aspx> (in Portuguese)

Sheet 29 – SA 8000



SA 8000 – Social accountability

APPLIES TO: public and private organisations.

SCOPE: social.

BRIEF OVERVIEW

The intent of SA8000 is to provide a standard based on international human rights norms and national labour laws that will protect and empower all personnel within a company's scope of control and influence, who produce products or provide services for that company, including personnel employed by the company itself, as well as by its suppliers/subcontractors, sub-suppliers, and home workers.

USES/BENEFITS/TARGET

SA8000 is verifiable through an evidenced-based process. Its requirements apply universally, regardless of a company's size, geographic location, or industry sector.

Complying with the requirements for social accountability of this standard will enable a company to:

Develop, maintain, and enforce policies and procedures in order to manage those issues which it can control or influence;

Credibly demonstrate to interested parties that existing company policies, procedures, and practices conform to the requirements of this standard.

CRITERIA /METHODOLOGY

The company shall comply with national and all other applicable laws, prevailing industry standards, other requirements to which the company subscribes, and this standard. When such national and other applicable laws, prevailing industry standards,

Sheet 29 – SA 8000



SA 8000 – Social accountability

APPLIES TO: public and private organisations.

SCOPE: social.

other requirements to which the company subscribes, and this standard address the same issue, the provision most favourable to workers shall apply.

The company shall also respect the principles of the following international instruments:

- ILO Conventions:
 - 1 (hours of work – Industry) and recommendation 116 (reduction of hours of work);
 - 29 (forced labour) and 105 (abolition of forced labour)
 - 87 (freedom of association);
 - 98 (right to organise and collective bargaining);
 - 100 (equal remuneration) and 111 (discrimination – employment and occupation);
 - 102 (social security – minimum standards);
 - 131 (minimum wage fixing);
 - 135 (workers' representatives)
 - 138 and recommendation 146 (minimum age);
 - 155 and recommendation 164 (occupational safety and health);
 - 159 (vocational rehabilitation and employment – disabled persons);
 - 169 (indigenous and tribal peoples);
 - 177 (home work);
 - 182 (worst forms of child labour);
 - 183 (maternity protection);
- ILO code of practice on HIV/AIDS and the world of work universal declaration of human rights;
- The International Covenant on Economic, Social and Cultural Rights;
- The International Covenant on Civil and Political Rights;
- The United Nations Convention on the Rights of the Child;
- The United Nations Convention on the Elimination of All Forms of Discrimination Against Women;

The United Nations Convention on the Elimination of All Forms of Racial Discrimination.

Sheet 29 – SA 8000



SA 8000 – Social accountability

APPLIES TO: public and private organisations.

SCOPE: social.

ANY OTHER RELEVANT INFORMATION

The accreditation process for SA8000 certification is managed by Social Accountability Accreditation Services (SAAS). SAAS licences certification firms that demonstrate the capacity to thoroughly audit a workplace for compliance with SA8000. This process includes an audit of a company's written policies, procedures and documentation. Applicants must demonstrate adherence to SAAS accreditation criteria.

A facility wishing to seek certification to SA8000 must apply to a SAAS-accredited auditing firm, or certification body. Auditors from these certification bodies visit facilities and assess corporate practice on a wide range of issues related to the SA8000 system and evaluate the state of a company's management systems necessary to ensure ongoing acceptable practices to SA8000 requirements.

Once an organisation has implemented any necessary improvements to meet the requirements in the Standard, it can earn a certificate attesting to its compliance with SA8000. Certification lasts for three years, with a series of required surveillance audits throughout this three year period. Surveillance audits are an ongoing periodic review of the certified facility's quality management system to ensure continuous improvement in meeting the Standard.

INFO PAGE/WEB SITE

For further information visit :

<http://www.sa-intl.org/>

SA8000 certified facilities list (worldwide):

<http://www.saasaccreditation.org/certifacilitieslist>

6. Tools for SPP

6.3 Tools for calculating Life-Cycle Costs (LCC)

Life-Cycle Costing (LCC), previously presented in section 5.5., is a way to determine the total costs of an asset throughout its life-cycle. In SPP/GPP terms this means that costs are calculated considering all the different phases of the product's life and not only the purchasing price.

This section presents some LCC tools, specifically tailored to the needs of procurers that are engaged or otherwise interested in SPP/GPP.

Sheet 30 – Swedish Competition Authority LCC Tools



Swedish Competition Authority LCC Tools

APPLIES TO: all products, with specific tools for professional kitchens, white goods light vehicles, indoor and outdoor lighting, vending and coffee machines

SCOPE: economic.

BRIEF OVERVIEW

The Swedish Competition Authority contributes to sustainable development by supporting companies and public organisations so that their environmental work can be carried out in a strategically and cost efficient way. As such Swedish Competition Authority has developed a general tool for calculating life-cycle costs in public procurement. Additionally, it has also developed specialised LCC tools that can be applied to professional kitchens and white goods (fridges and freezers), light vehicles, indoor and outdoor lighting, vending and coffee machines.

USES/BENEFITS/TARGET

Swedish Competition Authority LCC tools have been developed to provide support for sustainable procurement to professional purchasers. The LCC tools can be used within the purchasing process, both at an initial stage (needs assessment) and during the evaluation phase. It provides information of the true cost of a product when used.

CRITERIA /METHODOLOGY

Swedish Competition Authority LCC tools consider the total cost for a product under its entire life-cycle including both basic investments as well as the costs for product use/operation and maintenance.

6. Tools for SPP

Sheet 30 – Swedish Competition Authority LCC Tools



Swedish Competition Authority LCC Tools

APPLIES TO: all products, with specific tools for professional kitchens, white goods light vehicles, indoor and outdoor lighting, vending and coffee machines

SCOPE: economic.

ANY OTHER RELEVANT INFORMATION

Swedish Competition Authority's procurement criteria consist of proposals for environmental and social requirements to be used when purchasing goods, services and work contracts. All criteria are based on a holistic view of environmental aspects, which include life-cycle analysis and comply with Swedish (and EU) procurement legislation.

The procurement criteria are developed through an open participatory process where private, public and third sector stakeholders attend expert group meetings. The main objective for developing ready-to-use criteria is to make environmental requirements available to a broad number of professionals. Also, suppliers and contractors are made aware of future environmental legislation.

INFO PAGE/WEB SITE

<http://www.konkurrensverket.se/en>

Sheet 31 - SMART SPP LCC – CO₂ Tool



SMART SPP LCC-CO₂ tool

APPLIES TO: energy consuming products/services

SCOPE: economic and environmental.

BRIEF OVERVIEW

SMART SPP – innovation through sustainable procurement was a European project (IEE funded) which promoted the introduction of new, innovative low carbon emission technologies onto the European market. The SMART-SPP project developed and tested a tool for public authorities that calculates life-cycle costs (LCC) and important emissions (CO₂) of different products, works and services to assist in procurement decision-making.

Sheet 31 - SMART SPP LCC – CO₂ Tool



SMART SPP LCC-CO₂ tool

APPLIES TO: energy consuming products/services

SCOPE: economic and environmental.

USES/BENEFITS/TARGET

The SMART SPP LCC-CO₂ tool can be used to assess the life cycle costs and the CO₂ emissions of different product options. Up to 15 different products can be compared by the tool.

It can be used at different stages in the procurement process:

- At a preparatory stage, it assesses the LCC and/or CO₂ emissions of the current solution. This provides a baseline, identifies the different cost elements relating to the product, allows better communication of the benefits of new technologies, and helps define some general performance requirements for the new solutions.
- Before tendering, the tool can be used to roughly assess different proposals to help guide market engagement activities, or narrow down the different technological solutions to be considered.
- During tendering, the tool can be used to compare the LCC and the anticipated CO₂ emissions of different offers to help in their evaluation. If the tool is used during the evaluation phase, the authority must ensure that the information provided by companies is accurate and comparable by defining in the tender a set standards and test norms with experts and/or during market engagement and by asking suppliers to provide evidence in support of the information provided, preferably third party verified.
- After tendering the tool can be used to evaluate and communicate the LCC and CO₂ emissions improvements of the purchased product in comparison to the current situation and/or other products and to communicate results.

CRITERIA /METHODOLOGY

The LCC-CO₂ tool calculates LCC and emissions of different products, works and services to assist in procurement decision-making. LCC considers acquisition costs, operational costs (particularly energy and water consumption), maintenance costs, taxes, and disposal costs/resale value. The tool can also calculate the CO₂ emissions of products, considering both emissions deriving from operation of the product (operation emissions – mainly caused by energy consumption) as well as embedded emissions (that is, emissions caused during production (including raw material extraction), transportation, installation and disposal). The tool also provides a differentiation between emissions deriving from direct combustion of fuels, and indirect emissions due to electricity production (used for operating the product).

In what pertains to embedded emissions, the input data must be based on a consistent life-cycle analysis (LCA), which has to be applied to all purchased products. It is advisable that these emissions only be considered by tendering authorities that possess the technical expertise to do so.

6. Tools for SPP

Sheet 31 - SMART SPP LCC – CO₂ Tool



SMART SPP LCC-CO₂ tool

APPLIES TO: energy consuming products/services

SCOPE: economic and environmental.

ANY OTHER RELEVANT INFORMATION

The LCC-CO₂ tool is available to download and has been further developed into an online tool.

INFO PAGE/WEB SITE

<http://www.smart-spp.eu/guidance>

Sheet 32 – DEEP's LCC Tool



DEEP Life-Cycle Cost Analysis Tool

APPLIES TO: energy efficiency of buildings and buildings

SCOPE: economic and environmental.

BRIEF OVERVIEW

The European DEEP project (IEE funded) aimed at promoting opportunities for increasing energy efficiency in the public buildings sector. So as to contribute to increase the energy efficiency and green electricity purchases in the public sector the DEEP project has produced a number of tools, including the DEEP Energy Efficient Toolkit. This kit contained an LCC Tool – for integrating life-cycle costing (LCC) into procurement.

USES/BENEFITS/TARGET

The Life-Cycle Cost Analysis Tool compares the life-cycle costs and the CO₂ impacts of different products.

The tool is aimed at procurement and/or energy management staff and requires very little technical knowledge. It has three elements:

- The tool itself – an Excel based spreadsheet, which has the necessary information to make a reliable cost comparison;
- A basic PowerPoint introduction on "How to use" the LCCA Tool with a "Notes page" function to view accompanying information;
- An LCC Guide for Senior Level Staff – a PowerPoint presentation that focuses on the benefits of Life-Cycle Costing, aimed at informing/convincing senior administrative and political staff. It is deliberately short and simple, recognising the time limitations of the target audience.

Sheet 32 – DEEP's LCC Tool



DEEP Life-Cycle Cost Analysis Tool

APPLIES TO: energy efficiency of buildings and buildings

SCOPE: economic and environmental.

CRITERIA /METHODOLOGY

The Life-Cycle Cost Analysis Tool allows the comparison of the life-cycle costs of different products by analysing the expenses which are not usually factored into initial cost comparisons. These include energy and water consumption, maintenance and replacements.

ANY OTHER RELEVANT INFORMATION

The Life-Cycle Cost Analysis Tool is an Excel based spreadsheet, available to download, in which the necessary information can be entered to make a reliable cost comparison.

INFO PAGE/WEB SITE

<http://deep.iclei-europe.org>

Sheet 33 – Clean Vehicles Portal



Clean Vehicle Portal

APPLIES TO: vehicles

SCOPE: economic and environmental.

BRIEF OVERVIEW

As a new web-database the Clean Vehicle Portal aims to ensure a level of demand for clean and energy-efficient road transport vehicles and encourage manufacturers to invest in the development of vehicles with low energy consumption, CO₂ emissions and pollutant emissions.

The Clean Vehicle Portal offers access to a large and innovative database system of vehicle data, where users can search and achieve comparable listings of vehicles relative to their search terms and procurement requirements.

USES/BENEFITS/TARGET

The main features of the database are the following:

- Access to Europe's largest vehicle database;
- Lifetime-cost-calculation, according to the "Clean Vehicle Directive" (Directive 2009/33/EC of 23 April);
- Interactive joint-procurement;
- EU-wide information about existing procurement rules and incentive schemes for clean vehicles;
- EU-wide information about market-shares of clean vehicles;

6. Tools for SPP

- Powerful and easy-to-use web-application;
- Individual data-output and calculations for each country in the EU.

CRITERIA /METHODOLOGY

The calculator is based on the Directive on the Promotion of Clean and Energy Efficient Road Transport Vehicles (Directive 2009/33/EC). The directive aims at a broad market introduction of environmentally-friendly vehicles. It requires that energy and environmental impacts linked to the operation of vehicles over their whole lifetime are taken into account in all purchases of road transport vehicles, as covered by the public procurement Directives and the public service Regulation.

ANY OTHER RELEVANT INFORMATION

The Life-Cycle Cost Calculator web browser application that can be found at:

<http://www.cleanvehicle.eu/?id=427>

INFO PAGE/WEB SITE

<http://www.cleanvehicle.eu/startseite/>

Sheet 34 – Buy Smart+ LCC Tools



Buy Smart+ Calculation tools for life cycle costs

APPLIES TO: energy consuming products/services

SCOPE: economic.

BRIEF OVERVIEW

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.

USES/BENEFITS/TARGET

Through the use of the Calculation tools the purchaser can calculate life-cycle costs and evaluate the most economical offer under consideration of energy relevant criteria.

CRITERIA /METHODOLOGY

Buy Smart+ project makes use and recommends the use of EU GPP criteria (see 6.1.1)

The Buy Smart+ project provides procurement tools for the following products:

- Vehicles;
- Household appliances;
- Lighting;
- Office equipment;
- Green electricity;
- Building components.

The calculation tools are provided as excel documents and can be adapted to

Sheet 34 – Buy Smart+ LCC Tools



Buy Smart+ Calculation tools for life cycle costs

APPLIES TO: energy consuming products/services

SCOPE: economic.

individual needs. The general calculation tool for life-cycle costs, designed to be used for electricity consuming products, can be downloaded at:

http://www.buy-smart.info/media/file/983.BuySmart_LCC_calculation_tool.xls

Specific calculation tools are also available under selected product groups.

ANY OTHER RELEVANT INFORMATION

The Buy Smart training modules offer a short overview of the different product groups and help to carry out trainings. These include:

- Introductory training presentation;
- Module building components;
- Module Green Electricity;
- Module household appliances;
- Module lighting;
- Module office equipment;
- Module vehicles;
- Competitive dialogue;
- Joint Procurement;

INFO PAGE/WEB SITE

<http://www.buy-smart.info/>

7. Developing a SPP strategy: the SSP Toolbox

Framework

The studies undertaken in SPP have shown that a lot of local authorities perform Sustainable Procurement, but this action is scattered and do not result from a procurement strategy that integrates all the other environmental and social policies/commitments.

The main objective of this chapter is to present a methodology, developed in the Building SPP project and based on practical experience to help local authorities to define a SPP strategy.

Main topics addressed

- ✓ Preparatory steps;
 - ✓ Targets and SPP policy;
 - ✓ Develop the action plan;
 - ✓ Implement the action plan;
 - ✓ Monitoring and reporting;
 - ✓ Revision.
-

7.1 Introduction

The SPP Toolbox (available at www.building-spp.eu) is a step-by-step tool to guide local authorities and public organisations in the development of Sustainable Procurement at strategic and operational level. This guide was specially designed in Building SPP project and was applied and tested in 5 pilot projects in Portugal and Greece.

The guide is divided into six main steps, as it is presented in Figure 5.

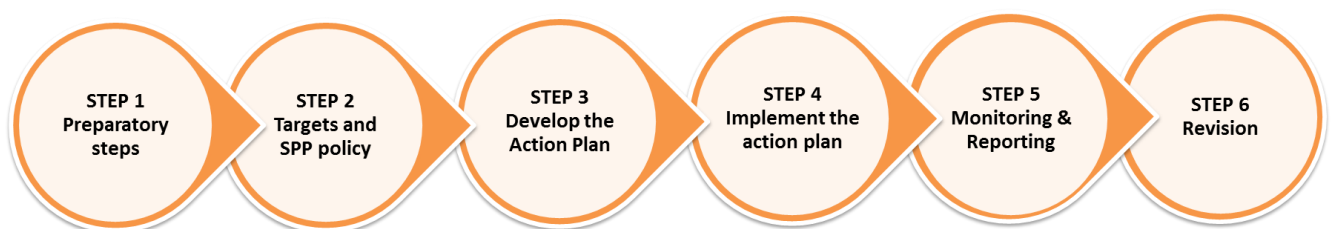


Figure 5 – SPP Toolbox structure

7.2 Preparatory steps

The aim of this step is to get support for SPP activities in the organisation. This step includes the establishment of the responsible team, which will be

7. Developing a SPP strategy: the SSP Toolbox

responsible by the development and implementation of the SPP strategy. It also includes the organisation starting point assessment, the selection of product/services groups on which to focus and the definition of the scope of the activities.

7.3 Targets and SPP policy

The aim of this step is to develop the SPP policy, which provides the political commitment and the framework for SPP implementation, outlining the key targets which the authority will aim to meet, and against which progress can be judged. It also includes the organisation long term vision for SPP and the definition of actions to communicate the SPP policy to internal and external stakeholders.

7.4 Develop the action plan

The development of a SPP action plan is the main goal of this step. The action plan must comprise activities and assign responsibilities for achieving the targets, namely tendering, training and communication activities.

Concerning identification of stakeholders and resources, it might be important to involve the people that can be potentially affected, like users, procurers, suppliers, etc.

This step also includes the communication and revision of the action plan, the definition of indicators and the way they will be measured afterwards.

7.5 Implement the action plan

The aim of this step is to implement the action plan developed in step 3 And to assess whether the actions previously scheduled are being implemented or not, identify any problems encountered and develop solutions.

Concerning the procurement actions, it is important to prepare them well in advance and also how the contract management is going to be performed.

7.6 Monitoring & Reporting

The aim of this step is to assess whether targets previously set have been achieved, assess results, through calculation and analysis of indicators and communicate progress.

7.7 Revision

This step aims to assess the main difficulties, the definition of new measures and the revision of the SPP policy.

A review of SPP activities and SPP policy focused on barriers faced, corrective actions and further improvements required is advisable. After completing the

7. Developing a SPP strategy: the SSP Toolbox

6 steps of the SPP Toolbox it is advisable to return to step 1 and repeat the process again.

8. SPP case studies

Framework

The goal of this chapter is to present case studies in Portugal and Greece, developed along the SPP Building project, which illustrate good practices in sustainable public procurement.

Main topics addressed

- ✓ Procurement of energy saving lamps for street lighting and of sustainable construction material, Municipality of Agia;
 - ✓ Supply of energy efficient luminaries and lamps for retrofitting, Municipality of Elefsina;
 - ✓ Acquisition of school transportation and surveillance services, Loures Municipality;
 - ✓ Acquisition of cleaning services, LIPOR;
 - ✓ Pest Control Services procurement, Municipality of Torres Vedras.
-

8.1 Introduction

Through the implementation of Building SPP project, a thoroughly analysis of legislation, technical and administrative capacity of the authorities and training of the stakeholders in the context of SPP was done.

The result was that the two countries, Portugal and Greece, showed different progress at local authority's level, as many Portuguese municipalities had already incorporated SPP in their organisations, although not in a systematic way, while in Greece, through the development of several meeting with local authorities, it became evident that the Greek local governmental bodies had not developed examples of SPP. In several cases the legislation was considered a barrier for them towards SPP.

8. SPP case studies

8.2 Case studies

In the next sections the case studies developed within Building SPP pilot projects will be presented, as they illustrate good practices in SPP in Portugal and Greece.

8.2.1 Case study 1 – municipality of Agia (Greece)

Case Study 1 – Municipality of Agia (Greece)

Procurement of energy saving lamps for street lighting and of sustainable construction material.

Public tender.

Year: 2013.

BACKGROUND

Main objectives of the procurement procedure:

1. Implement Agia's sustainable procurement strategy outlined in the municipality's 5-year Business Plan ;
2. Energy efficient public lighting and reduced operating costs for the municipality;
3. A greener city with a more environmentally friendly-infrastructure.

The Municipality of Agia planned and implemented the procurement of energy efficient lamps for street lighting (120W magnetic induction lamps), using environmental criteria, whilst at the same time fulfilling the safety standards of street lighting. Furthermore, the municipality planned the procurement of additional energy efficient bulbs for street lighting (125W LED) and the upgrade of pavements and roads using sustainable construction materials, as well as the creation of green public spaces.

Case Study 1 – Municipality of Agia (Greece)

CRITERIA USED

Technical Specifications:

Technical, environmental and economic criteria were used. The environmental criteria were incorporated in technical specifications, a brief overview of which is provided below:

Public lighting:

- Lifetime of 100.000 hours;
- Low energy consumption, and as a result achieving reductions in CO₂ emissions;
- Direct ignition at peak performance;
- High luminescence /brightness resulting in 90% of the power converting to light;
- Wide range of operating voltage, AC 89V ~ 279V;
- Best colour rendering index (CRI) in comparison with other conventional lamps high pressure sodium (HPS);
- Not to contain mercury in liquid form, lead and other toxic substances;
- Not to emit ultraviolet (UV) and infrared (IR) radiation;
- Produced with 100% recyclable materials.

Construction material:

- White and coloured pavements plates, which contain “cold” materials (i.e. materials that absorb a reduced proportion of solar radiation but deliver radiation freely), 40x40 cm dimension;
- Photo-catalytic cement based overlay for the final asphalt layer.

Award and Evaluation criteria:

Lowest price.

Contract performance clauses:

In alignment with the Ministerial Decision 11389/1993 (EKPOTA) “Common Procurement Regulation for Public Authorities”

- Quality control;
- Penalties for late delivery;
- Rejection of conventional materials - replacement.

Case Study 1 – Municipality of Agia (Greece)

RESULTS

Within the Building SPP timeframe, the Municipality of Agia changed 254 high pressure mercury vapour lamps (400W) with magnetic induction lamps (120 W) resulting in:

- ✓ 46.449,56€ annual cost savings as a result of reductions in energy consumption;
- ✓ 77,36% annual savings in terms of life cycle costs (LCC).

ENVIRONMENTAL IMPACTS

The municipality of Agia achieved an annual CO₂ emission reduction of 420,02t, with an estimated CO₂ reduction of 8851,9t during the lifetime of the lamps.

The wider benefits from this SPP include the following:

- 1) Environmental benefits
 - Reduction of energy consumption;
 - Promotion of energy efficiency measures;
 - Improvement of the air quality in the urban area and reduction of air pollution.
- 2) Economic benefits
 - Development and upgrade of the region and the value of the land.
 - Attract more visitors to the area, boost tourism and increase the commercial activities of the area;
- 3) Social benefits
 - Increase the quality of living for residents from the development of pleasant and green zones;
 - Increase the environmental awareness of the general public.

LESSONS LEARNED

The municipality of Agia achieved the objectives set. The product purchased fulfilled all the requirements. However, there was no competition, in order to achieve the lowest price, as there was only one offer (other potential suppliers showed no interest due to the requirements set).

Overall, the use of sustainable criteria is an innovative action for both public authorities and suppliers. It is considerably difficult to incorporate sustainable criteria in the procurement process. This would be facilitated by a national action plan, as well as financial resources.

8. SPP case studies

8.2.2 Case Study 2 – Municipality of Elefsina(Greece)

Case Study 2 – Municipality of Elefsina (Greece)

Supply of energy efficient luminaries and lamps for retrofitting.

Public tender.

Year: 2013.

BACKGROUND

- The objectives of this procurement are the following:
- Purchase lamps with high efficiency;
- Reduce the cost of lamp replacement;
- Reduce electricity consumption;
- Reduce the personnel cost for replacement of lamps;
- Reduce CO₂ emissions.

Prior to the procurement phase, a market research was done and as a result Municipality of Elefsina preferred magnetic induction technology rather than LED technology to replace high pressure sodium inefficient luminaries. Main reasons for that were:

- LED technology: problems with temperature, hardware failure, problems with their driving, i.e. power, life time \approx 50.000 hours, while magnetic induction 100.000 hours;
- Costs of lamps: LED 800€ average and magnetic induction 330€, resulting in 774.127,14€ total savings;
- Magnetic induction: estimated 78,71% savings in terms life cycle costs (LCC).

CRITERIA USED

Technical Specifications:

Technical, environmental and economic criteria were used. Environmental criteria used in technical specifications were the following:

- Magnetic induction luminaries 80W;
- Nominal power: 80 W;
- Lumens: 6800 - 7200 lm;
- Lifespan: 100.000 hours;
- Colour temperature: 2700-6500 K;
- Power factor: >0.98 ;
- Colour rendering index (CRI): >0.85 ;
- Electric power saving: up to 75%;
- Energy efficiency: 85 - 90 lm/W;
- Input voltage: 89 - 279 V;
- Driver: switching power supply.

Case Study 2 – Municipality of Elefsina (Greece)

The general features included:

- Low power consumption;
- High Efficiency in the Brightness resulting in 90% of the power to convert to light;
- Wide range of operating voltage, AC 89V ~ 279V;
- Not to contain mercury in liquid form, lead and other toxic substances, in the levels of common old lamp technology;
- Not to emit ultraviolet (UV) and infrared (IR) radiation;
- Produced with 100% recyclable materials;
- Control system for automatic brightness adjustment to the environmental conditions.

Award and Evaluation Criteria:

The award of the supply was made on the basis of the lowest price, if the bid meets the technical requirements of the competent evaluation committee.

Contract Performance Clauses:

- Penalties for late delivery;
- Disposal of old equipment replaced.

RESULTS

Municipality of Elefsina replaced inefficient high pressure sodium luminaries by magnetic induction luminaries with:

- ✓ Energy reduction by 70%;
- ✓ Reduction of CO₂ emissions.

ENVIRONMENTAL IMPACTS

Measuring actual power consumption for luminaires for the following lamps:

- a) HP Sodium 250 Watt ES
- b) Magnetic Induction 80W

The installation of digital meters for the periods 20/06/2013- 25/06/2013 and 09/05/2014-14/05/2014 showed an energy consumption of 11,2 KWh for the HP Sodium 250W lamps and 3,3 KWh for the magnetic induction 80W lamps, which accounts for an energy saving of 70%.

Case Study 2 – Municipality of Elefsina (Greece)

LESSONS LEARNED

- ✓ Training of personnel in Sustainable Public Procurement;
- ✓ Experience gained in applying environmental criteria in procurement procedures;
- ✓ Experience gained in LCC;
- ✓ Communication to the local suppliers on municipality SPP policy;
- ✓ Communication of results to the other employees in Elefsina Municipality;
- ✓ Dissemination of results to citizens.

Case Study 3 – Loures Municipality (Portugal)

Acquisition of school transportation and surveillance services

Public tender;

Year: 2013.

BACKGROUND

Achieve and demonstrate adequate environmental and social performance.

CRITERIA USED

Technical Specifications

No technical specifications were defined.

Award and Evaluation Criteria

Most Economically Advantageous Tender

- Total bid price - 55%;
- Fuel consumption and amount of vehicles with the system that allows operation with alternative fuel (biofuel, electric, hybrid system, hydrogen or natural gas) - 10%;
- Incident response and replacement of vehicles and personnel plan - 15%;
- Age of vehicles allocated to the service - 5%;
- Amount of cars which respect the Euro 5 and Euro 6 standard and quantity of vehicles with noise level below the established in the applicable legislation – 10%;
- Uniforms to be used in service contract with biological and recycled fibres – 5%.

Contract Performance Clauses:

- a) Use of vehicles with year of registration up to five years and metallic

Case Study 2 – Municipality of Elefsina (Greece)

paint;

- b) Use of vehicles that meet at least the Euro 4 emissions standard as well as the amount of vehicles that comply with Euro 5 and Euro 6 indicated in the tender;
- c) Describe the environmental management measures implemented;
- d) Select, whenever economically feasible, the Best Available Technologies (BAT);
- e) Drivers performing functions under the contract should have specific training (at least 3 training actions) on safety, defensive driving, reducing fuel consumption and public transportation of children;
- f) Select car repair and maintenance shops that address environmental management measures (in matter of waste, waste water, emissions to air, good practices, etc.) and provide proof, if it is requested;
- g) If the contractor possesses its own repair and maintenance shops, they must address environmental management measures that consider matters related to waste, waste water, emissions to air, good practices, etc.;
- h) The contractor shall ensure that the uniforms used by employees in the provision of services under the contract, have attributes that have been stated in the proposal;
- i) The contractor shall ensure that the vehicles used in the provision of services under the contract have the attributes that have been stated in the proposal that was presented;
- j) During the execution of the contract, labour standards arising from the Conventions 29, 87, 98, 100, 105, 111, 138 and 182 of the International Labour Organisation (ILO) should be respected, whether or not such standards were ratified or transferred into the contractor national law. By request of the procuring entity the contractor is required to submit the criminal record of the workers affected to the provision of the contract, whether drivers or surveillance personnel.

RESULTS

There were no major difficulties in the fulfilment of the required criteria and with no extra costs, when compared with former tenders.

ENVIRONMENTAL IMPACTS

- ✓ Reduction of CO₂ emissions;
- ✓ Reduction of fuel consumption and costs;
- ✓ Reduction of noise levels;
- ✓ Use of biological and/or recycled textile fibres;

SOCIAL EFFECTS:

- ✓ Strengthening compliance in additional contractual rules referring to

8. SPP case studies

Case Study 2 – Municipality of Elefsina (Greece)

core ILO Conventions 29, 87,98, 100, 105, 111, 138 e 182.

LESSONS LEARNED

The inclusion of environmental and social criteria had a very positive response from bidders, and all proposals have presented different environmental measures.

8.2.3 Case Study 4 – LIPOR (Portugal)

Case study 4 – LIPOR (Portugal)

Acquisition of cleaning services.

Restricted procedure by pre-qualification.

Year: 2014.

BACKGROUND

The main goals for this procurement procedure were:

1. Acting according LIPOR strategy and policy on Sustainable Public Procurement;
2. Costs optimization by finding the better solutions in the market;
3. Increase the efficiency of cleaning services by adapting the resources to the infrastructures.

CRITERIA USED

Selection Criteria:

In the phase of suppliers selection, the following environmental/social criteria were applied:

- List of relevant works and declaration emitted by the respective contracting authorities of good execution of those works or, alternatively, copy of the executed contracts, highlighting the candidate's curriculum experience;
- Curriculum of the supervisor assigned to the contract execution;
- Evidence of employee training on cleaning products dosage and handling;
- Evidence of certification in ISO 14001, ISO 9001, OHSAS 18001 or equivalent.

Technical Specifications:

For selected candidates, technical specifications are as follows:

Cleaning Products:

- a) Detergents for routine cleaning of floors, walls, ceilings and other surfaces – product labels, safety and other relevant technical data sheets should not mention substances that have been identified as of high concern and have been included in the list referred in Article 59 of EC Regulation 1907/2006 (REACH);
- b) All-purpose cleaners, sanitary facilities cleaners and glass cleaners:
 - For all-purpose cleaners which are diluted with water the total content of phosphorus (P) should not exceed 0.02g for the product dose recommended by the manufacturer for 1 litre of

Case study 4 – LIPOR (Portugal)

water;

- For all-purpose cleaners used without dilution, the concentration of phosphorus (P) may not exceed 1.0g per 100g of product;
- Substances used to clean the windows cannot contain phosphorus (P).

c) All cleaning products:

- None of the products used could be tested on animals;
- The use of sprays that contain propellant gases is forbidden;
- When the products are supplied in bulk or in large quantities and are transferred to smaller reusable packages before use, dilution is forbidden packaging must be marked with the designation of the product;
- Preference is given to concentrated products (in order to reduce packaging);
- For diluted products the use of the respective measuring device should be used in order to ensure correct dosage and efficacy of the product.

Cleaning Techniques:

Reusable microfiber should be used, wherever possible.

Award and Evaluation Criteria:

Most Economically Advantageous Tender.

- Price – 60%;
- Technical merit of the proposal – 40%;
- Resolution Criteria:
 - *In case of tie, the bid that evidence the availability and willingness of the bidder to donate up to 5% of the total gross invoice to a registered charity of its choice, or to a charitable institution in LIPOR's intervention area will be valued.*

Contract Performance Clauses:

Characteristics of products and equipment: presentation of technical data sheets for all products and equipment's that are assigned to the services;

Compliance with legislation on emigrant workers: Declaration of honour, signed by the company representative, stating compliance with the obligations under the Decree-Law No. 4/01 of 10 January, for emigrant workers eventually contracted;

Labour Code Compliance: evidence of compliance with Article 278 of the

Case study 4 – LIPOR (Portugal)

Labour Code;

Admissibility to employment: certificate from the employment centre, in the case the contracting entity exercises the admission of new workers.

Salary payment: evidence of compliance with Article 278 of the Labour Code.

RESULTS

All objectives of the procurement process have been met, i.e. all competitors corresponded to that required in the procedure.

ENVIRONMENTAL IMPACTS

Increase the efficiency of cleaning services by adapting the resources to the infrastructures.

LESSONS LEARNED

The dialogue and the involvement of suppliers is extremely important, not only to know to what extent they are prepared to respond and compete for increasingly demanding and complex procedures, but also to give us other market solutions. At a stage of preparation, prior to the procurement procedure, several actions were carried out with suppliers, in order to inform them what were the objectives and assess their response capacity:

- ✓ meetings to assess suppliers 'ability to fulfil sustainability criteria;
- ✓ communicate the benefits and implications of LIPOR sustainable procurement policy;
- ✓ Development of a monitoring plan to assess contract execution;
- ✓ How LIPOR will work with suppliers who did not initially respond to requirements.
- ✓ A team focused in goals to be achieved through specific supply/service and in the definition of criteria is critical to the success of a procurement procedure.

The research of sustainability criteria and the legal framework were the main obstacles.

8. SPP case studies

8.2.4 Case Study 5 – Municipality of Torres Vedras (Portugal)

Case Study 5 – Municipality of Torres Vedras

Pest Control Services procurement.

Direct agreement.

Year: 2013.

BACKGROUND

The municipality carries out the annual procurement of pest control services, a very specific service associated with the application of chemicals with distinct and specialized techniques where good environmental practices are of most importance.

CRITERIA USED

Technical Specifications:

No technical specifications were defined.

Award and Evaluation Criteria:

Lowest price.

Contract Performance Clauses:

- Financial guarantee regarding environmental liability (insurance policy, bank guarantee or own funds).
- The proposal should demonstrate the final and proper destination of waste produced (packaging contaminated with biocides and other, license of authorized operator).
- A statement that the company had no condemnations/penalties (environmental legislation) in the last 5 years.
- The company shall have implemented an environmental management system that allows the management of the significant environmental impacts of the service activity.
- The products used during service execution should be less toxic. The license from Health General Directorate for the biocide products (insecticides, fungicides, rodenticides, insecticides and others) used in the service execution should be presented.
- The staff assigned to the service shall use personal protection equipment appropriate to the risks of the activity and in accordance with the health and safety rules.

RESULTS

Two of the four suppliers involved in the tendering process were able to meet the environmental criteria. There were no significant cost savings.

Case Study 5 – Municipality of Torres Vedras

ENVIRONMENTAL IMPACTS

Reducing the amount of waste produced and pollutant emissions for water bodies.

LESSONS LEARNED

The most important lessons, obstacles and opportunities perceived by the organisation and how will they be used in future procurement procedures, were the importance of involving suppliers before and after the procedure. In the beginning it is preferable to set less ambitious criteria, enabling the suppliers to comply with requests and allowing the award.

Bibliography

1. Sustainable Public Procurement

European Commission (2011). *Buying green! A handbook on green public procurement*. 2nd edition, European Union, Belgium. Accessed on 19 September 2014, at: <http://ec.europa.eu/environment/gpp/pdf/handbook.pdf>

Estevan, H; Sala, M.C.; Trindade, P.; Duarte, A.P.; Cortiçada, A.; Sota, L.; Jessen, B.M.; Kiel, H.J.; Joyce, P.; Starling, D.; Twohy, K. and Willsher, K. (2011).. *Working with the market to procure sustainable solutions e case studies from the City of Barcelona, the London Borough of Bromley, the Municipality of Cascais, the Eastern Shires Purchasing Organisation (ESPO) and the Municipality of Kolding*. Smart SPP consortium, ICLEI – Local Governments for Sustainability, Germany. Accessed on 19 September 2014 at: http://www.smart-spp.eu/fileadmin/template/projects/smart_spp/files/Case_studies/SMART_SPP_Case_Studies_ENG-www.pdf

ICLEI (2007). *Procura+ Manual – A Guide to Cost-Effective Sustainable Public Procurement*. Simon Clement, ICLEI – Local Governments for Sustainability, Germany. Accessed on 19 September 2014 at: http://www.procuraplus.org/fileadmin/files/Manuals/English_manual/1_-_Procura_Manual_complete.pdf

Plas,G. & Erdemenger, C. (2000). *Green Purchasing Good Practice Guide*. Consórcio SMART SPP, ICLEI – Local Governments for Sustainability, Germany.

4. SPP legal framework

European Union

European Commission (2011). *Buying green! A handbook on green public procurement*. 2nd edition, European Union, Belgium. Accessed on 19 September 2014 at: <http://ec.europa.eu/environment/gpp/pdf/handbook.pdf>

European Commission (2014). *EU GPP Website*. Accessed on 19 September 2014 at: http://ec.europa.eu/environment/gpp/index_en.htm

European Commission (2014). *Public Procurement Reform*. Accessed on 19 September 2014 at: http://ec.europa.eu/growth/single-market/public-procurement/modernising-rules/reform-proposals/index_en.htm#140115

Portugal

eSPap (2014). *Plano nacional de compras públicas, 2013*. Accessed on 22 September 2014 at: http://www.espap.pt/docs/PNCP_2013.pdf

Bibliography

INCI (2014). Portal base: contratos públicos on-line. Accessed on 19 September 2014 at: <http://www.base.gov.pt/base2/html/utilidades/faq.shtml>

eco.ap (2014). Programa Eco.AP. Accessed on 19 September 2014 at: <http://ecoap.adene.pt>

Greece

Electronic Procurement Platform: <http://www.promitheus.gov.gr>

General Secretariat of Commerce (Greece): <http://www.gge.gr>

5. Integrating sustainability in procurement procedures Adell, A., Seebach, D., Möller, M. (2011). LCC-CO₂ tool user guide – visual guide to using the life-cycle costing and CO₂ tool (LCC-CO₂ tool). *The Smart SPP consortium, ICLEI*. Accessed on 23 de September de 2014 at: [http://www.smart-spp.eu/fileadmin/template/projects/smart_spp/files/Guidance/Final versions/EN SMART SPP Tool User Guide 2011 FINAL.pdf](http://www.smart-spp.eu/fileadmin/template/projects/smart_spp/files/Guidance/Final_versions/EN SMART SPP Tool User Guide 2011 FINAL.pdf).

European Commission (2008). *Joint Procurement Fact sheet. European Commission Green Public Procurement (GPP) Training Toolkit - Module 1: Managing GPP Implementation*.

European Commission (2010). *Buying Social – A Guide to Taking Account of Social Considerations in Public Procurement*. European Commission, Directorate-General for Employment, Social Affairs and Equal Opportunities, Directorate-General for the Internal Market and Services. European Union, Belgium. Accessed on 20 September at: <http://ec.europa.eu/social/BlobServlet?docId=6457&langId=en>.

European Commission (2011). *Buying green! A handbook on green public procurement*. 2nd edition, European Union, Belgium. Accessed on 19 September 2014, at: <http://ec.europa.eu/environment/gpp/pdf/handbook.pdf>

European Commission (2014). Life-cycle costing – Environment. Accessed on 23 September 2014 at: <http://ec.europa.eu/environment/gpp/lcc.htm>.

European Commission (2014). *Process for Setting Criteria – Environment*. Accessed on 24 September 2014 at: http://ec.europa.eu/environment/gpp/gpp_criteria_process.htm

ICLEI (2007). *Procura+ Manual – A Guide to Cost-Effective Sustainable Public Procurement*. Simon Clement, ICLEI – Local Governments for Sustainability, Germany. Accessed on 19 September 2014: http://www.procuraplus.org/fileadmin/files/Manuals/English_manual/1_-_Procura_Manual_complete.pdf

Bibliography

Scottish Parliament (2007). Case Study on the Reserved Contracts Procurement Process. Run by the Scottish Parliament for Supply of MSP Local Office Furniture in 2007 and awarded to Remploy Furniture. Accessed on 20 August 2014 at: http://www.sustainable-procurement.org/fileadmin/template/scripts/sp_resources/tools/put_file.php?uid=1d63fcf9.

6. Tools for SPP

Clement, S.; Tepper, P.; Acker, H.; Seebach, D. and Adell, A. , (2011). *Driving energy efficient innovation through procurement. A practical guide for public authorities*. Smart SPP consortium, ICLEI – Local Governments for Sustainability, Germany.

European Commission (2010). *Buying Social – A Guide to Taking Account of Social Considerations in Public Procurement*. European Commission, Directorate-General for Employment, Social Affairs and Equal Opportunities, Directorate-General for the Internal Market and Services. European Union, Belgium. Accessed on 20 September at: <http://ec.europa.eu/social/BlobServlet?docId=6457&langId=en>.

European Commission (2011). *Buying green! A handbook on green public procurement*. 2nd edition, European Union, Belgium. Accessed on 19 September 2014, at: <http://ec.europa.eu/environment/gpp/pdf/handbook.pdf>

European Commission (2014). *Process for Setting Criteria – Environment*. Accessed on 24 September 2014 at: http://ec.europa.eu/environment/gpp/gpp_criteria_process.htm

ICLEI (2007). *Procura+ Manual – A Guide to Cost-Effective Sustainable Public Procurement*. Simon Clement, ICLEI – Local Governments for Sustainability, Germany. Accessed on 19 September 2014 at: [http://www.procuraplus.org/fileadmin/files/Manuals/English_manual/1 - _Procura_Manual_complete.pdf](http://www.procuraplus.org/fileadmin/files/Manuals/English_manual/1_-_Procura_Manual_complete.pdf)

Relevant Legislation

Directive 92/75/EEC of 22 de September. *Official Journal of the European Union*. Council of the European Union. [Electronic version] Accessed on 23 September 2014 at: <http://eur-lex.europa.eu/legal-content/PT/TXT/?uri=CELEX:31992L0075>

Directive 2002/91/EC of 16 December. *Official Journal of the European Union*. The European Parliament and the Council of the European Union. [Electronic Version] Accessed on 23 September 2014 at: <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2003:001:0065:0071:PT:PDF>

Bibliography

Directive 2004/17/EC of 31 March 2014. *Official Journal of the European Union*. The European Parliament and the Council of the European Union. [Electronic version] Accessed on 23 September 2014, at: <http://eur-lex.europa.eu/legal-content/PT/TXT/?uri=CELEX:32004L0017>

Directive 2004/18/EC of 31 March 2014. *Official Journal of the European Union*. The European Parliament and the Council of the European Union. [Electronic version] Accessed on 23 September 2014, at: <http://simap.europa.eu/docs/simap/nomenclature/32004l18pt.pdf>

Directive 2009/28/CE of 23 April. *Official Journal of the European Union*. The European Parliament and the Council of the European Union. [Electronic version] Accessed on 24 September 2014 at: http://www.apren.pt/fotos/gca/lexuriserv_1265321625.pdf

Directive 2010/30/EU of 19 May. *Official Journal of the European Union*. The European Parliament and the European Council. [Electronic version] Accessed on 23 September 2014, at: <http://eur-lex.europa.eu/legal-content/PT/TXT/PDF/?uri=CELEX:32010L0030&from=PT>

Directive 2010/31/EU of 19 May. *Official Journal of the European Union*. The European Parliament and the Council of the European Union. [Electronic version] Accessed on 24 September 2014 at: <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2010:153:0013:0035:PT:PDF>

Directive 2012/27/EU of 25 October. *Official Journal of the European Union*. The European Parliament and the Council of the European Union. [Electronic version] Accessed on 23 September 2014, at: <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2012:315:0001:0056:PT:PDF>

Directive 2014/23/EU 26 February 2014. *Official Journal of the European Union*. The European Parliament and the Council of the European Union. [Electronic version] Accessed on 23 September 2014, at: <http://eur-lex.europa.eu/legal-content/PT/TXT/PDF/?uri=CELEX:32014L0023&from=PT>

Directive 2014/24/EU 26 de February 2014. *Official Journal of the European Union*. The European Parliament and the Council of the European Union. [Electronic version] Accessed on 23 September 2014, at: <http://eur-lex.europa.eu/legal-content/PT/TXT/PDF/?uri=CELEX:32014L0024&from=PT>

Directive 2014/25/EU 26 February 2014. *Official Journal of the European Union*. The European Parliament and the Council of the European Union. [Electronic version] Accessed on 23 September 2014, at: <http://eur-lex.europa.eu/legal-content/PT/TXT/PDF/?uri=CELEX:32014L0025&from=PT>

Regulation (EC) No 834/2007 of 28 June. *Official Journal of the European Union*. Council of the European Union. Council of the European Union [Electronic version] Accessed on 22 September 2014 at: <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2007:189:0001:0023:PT:PDF>

Bibliography

Regulation (EC) No 889/2008 of 5 September. *Official Journal of the European Union*. Council of the European Union. [Electronic version] Accessed on 22 September 2014 at: http://www.proder.pt/ResourcesUser/Legisla%C3%A7%C3%A3o/Comunit%C3%A1ria/Regulamento_889_2008.pdf

Regulation (EC) No 1235/2008 of 8 December. *Official Journal of the European Union*. European Commission. [Electronic version] Accessed on 23 September 2014 at: <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2008:334:0025:0052:PT:PDF>



CONTACTS

info.pt@building-spp.eu

LNEG - Laboratório Nacional de Energia e Geologia

Estrada do Paço do Lumiar, 22

1649-038 Lisboa

Tel: 210 924 600 / 1

Fax: 217 160 901

www.lneg.pt