



4.2 SPP TOOLBOX CONSULTATION PHASE

GREECE

English Version

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1 SPP Toolbox consultation events

The SPP toolbox was presented to stakeholders from municipalities, regions and central governmental bodies in various occasions, such as the SPP Network meetings, the one day workshop in the framework of the South East Europe Project named “Upgrading of Energy Efficient Public Procurement for a balanced economic growth of SEE area”- EFFECT, as well as in training seminars.

More specifically, the SPP Toolbox was presented and discussed during the following events:

1) SPP network meetings

- The 4th SPP Network meeting at the premises of the Regional Union of municipalities of Attica (PEDA) on Friday the 16th of December 2012.
- The 6th Network meeting on the 2nd of October 2013 at the Region of Crete (Heraklion Crete)
- The 7th SPP Network meeting on the 30th of October 2013 at the premises of the Regional Unity of Rethimnon

2) Training Seminars

- The 3rd training seminar on the 29th of November 2012 at the premises of the Regional Union of Municipalities of Attica (PEDA).

3) Synergies with other projects

On the 17th of December 2012 and the 14th of January 2013, two additional events were organized by EFFECT project at the General Secretariat of Commerce regarding the energy efficient public procurement. During these events, the SPP toolbox, as well as LCC tools were presented by EPTA. The Project manager of the EFFECT project asked EPTA to have the final version of the SPP toolbox, so as to be presented to an upcoming meeting.

4) One-day workshop

The SPP toolbox was presented during the one day workshop that was organized on the 8th of May 2014. Members from the project team and specifically from the Municipalities of Agia and Elefsina that implemented the SPP Toolbox presented their experience step by step. The above mentioned municipalities were trained by the project team during the working groups at Agia and Elefsina premises.

2 How the SPP toolbox was presented

Project team prepared several tables in order to present them to the participants and provide guidance on how to start implementing the SPP toolbox.

These tables are the following:

- ✓ Responsible team for SPP inside the organization (name, Department, Function in the Department and Contact details)
- ✓ List of planned procurement actions

This table contains the following fields:

- Identify planned procurement actions for following year(s), economic value and contract period
- Economic value
- Type of contract (open or restricted invitation, private contract)
- Contract begin and end date
- List of procurement needs in the contract
- ✓ Existing strategies in the organization

This table contains the following fields:

- List all strategies/policies/plans in place in the organization. Examples: climate change, energy efficiency plan, environmental management plan, sustainable development strategies, equality, health and safety, approved objectives/activity plan.
- Scope of the strategy/policy. Examples: energy efficiency, mobility, employment, etc.
- Detail goals and targets (quantitative or qualitative) related with the strategy/policy and respective deadlines.
- Point out products/services to be purchased which relate / have an impact on the strategy/policy and respective goals and targets defined. In case it is a transversal goal, make this remark. Examples: lighting and other energy consuming products relate with energy efficiency policies,
- List all departments responsible /involved in the implementation of the strategy/policy.
- Include relevant remarks, namely implementation status, etc.
- ✓ List of priority products/services in the organization

This table contains the following fields:

- Product / service (procurement needs)
- Covered by any strategy / policy in the organization? (yes/no)

- Economic Value
- Potential for SPP (Score each product of list products/services taking into account: if there are sustainable criteria available and if there are sustainable alternatives in the market)
- Internal stakeholders' view (yes/no)
- List of priority products and services
- ✓ Goals and Targets
 - List of goals and targets, e.g. Apply energy efficiency criteria in 100% of procurement procedures for lighting and office equipment

SPP Diagnose Matrix

Finally during the SPP Network meetings, project team distributed the SPP Diagnosis Matrix in order to rank the level of SPP inside the organizations.

The SPP Toolbox was distributed to participants and an electronic version will be distributed as long as it completed. Results from the implementation of the SPP toolbox will be sent to LNEG in order to assess them during the After-LIFE communication plan.

3 Consultation remarks by participants

Consultation phase of the SPP Toolbox mainly focused on how to use the SPP Toolbox. The main comments are listed below:

1) Analytical instructions and case studies

Participants are not fully aware of the sustainable procurement procedures in terms of environmental and mostly social criteria. The majority of them asked the project team to include analytical user instructions of the toolbox as long as case studies for several key products and services.

2) Training

Procura+ Greece participants focused on the need for the implementation of future training seminars that should include the SPP Toolbox. During BuildingSPP project, training seminars point out the lack in training at Greece and the importance to guide relevant stakeholders step by step during the SPP stages. They point out also that SPP toolbox may contain videos or presentations on how to implement each step.

3) Indicators

The setting up of indicators and how to integrate them in the SPP was the common comment of all participants. Also, participants focused on which indicators should be used for each product and service category, how to measure and monitor them and how to evaluate the results. All this information should be included in the SPP Toolbox.

4) SPP Toolbox light version

Participants point out that small scale municipalities have only one employee that is responsible for the whole procurement process. Also, participants point out that the same employees are members at the committee that evaluates the bidders and awards the public tenders. The SPP Toolbox should also include a lighter version with fewer steps or the same version would include optional and mandatory steps.