

International Working Group

11-13 June 2019

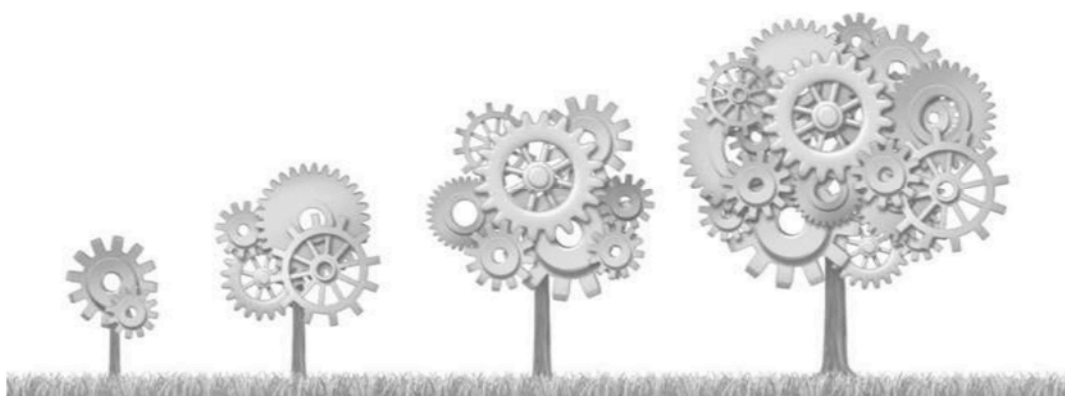
Jelgava, Latvia

Report

prepared by

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Baltic Environmental Forum-Latvia



June 2019

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Report from the International Working Group organised within the frame of the project GPP4Growth (Nr.PGI02462)

Topic: Implementation and monitoring of green criteria within GPP contracts

Time: 11-13 June 2019

Place: Jelgava, as well as demonstration of good practice examples in Dobeles

Participants: 36 participants in total: GPP4Growth project partners and external experts from municipalities, state institutions, as well as presenters and organisers of the Working Group

Language: English

Day 1, June 11 2019

Venue: Latvia University of Life Sciences and Technologies, Lielā iela 1, Jelgava, Latvia, Silver Hall

Opening and Welcome of the meeting was done by the hosts of the event – Zemgale Planning Region.

Overview on GPP4Growth implementation, Artūrs Penčura, Zemgale Planning Region, Latvia

The Interreg Europe program project “GPP4Growth” is implemented since 2017 and will finish by the end of 2019 (2 years of monitoring will follow). The project consortium lead by University of Patras (Greece) comprises 9 partners from 9 EU countries. The project focusses a lot on experience exchange, collection of good practice examples, communication and dissemination activities. A “Good Practice Guide on Successful GPP cases” has been developed including practical recommendations for the procurement specialists for many procurement categories e.g., construction, lighting, catering. In Latvia several meetings with stakeholders in Zemgale region have been organised. The main successes and challenges related to GPP implementation have been identified.

GPP policy framework in Latvia, Māris Klismets, Ministry of Environmental Protection and Regional Development, Latvia



Sustainable Development Strategy of Latvia until 2030 (Latvia 2030) and Green Procurement Promotion Plan for 2015-2017 in Latvia along with the Law on Public Procurement (in force from 1st March 2017) and the Cabinet of Ministers Regulation on Requirements for Green Public Procurement and Procedures for Application (in force from 1st July 2017) set the framework for the GPP implementation in Latvia. According to legislation, there are 7 groups of products and

services (copying and graphic paper, imaging equipment, computers and ICT infrastructure, food and catering services, cleaning products and services, indoor lighting, street lighting and traffic signals) being a mandatory subject for GPP and many other groups where implementation of GPP is voluntary. Amendments in legislation (updating criteria for existing groups and adding new GPP mandatory groups) are foreseen. In financial terms the level of GPP uptake in Latvia started by 2,4% in 2010 and has reached 18,3% in 2018 from all public procurements. The highest share of the GPP is taken by construction sector followed by transport and catering sector. Counting procurement contracts, the catering and food product contracts are taking the lead. The EU Structural Funds programming periods have a major impact on the share of GPP.

To increase the uptake of GPP in the country the Ministry is organising methodological workshops for procurement specialists in state and local government institutions, providing consultations for procurement specialists, entrepreneurs etc. on the application of the requirements and criteria of the GPP. The ministry is also cooperating with GPP related projects and implementing GPP promotion activities.

Electronic catalogue – a tool to support GPP in practice, Elita Kļaviņa, State Regional Development Agency, Latvia

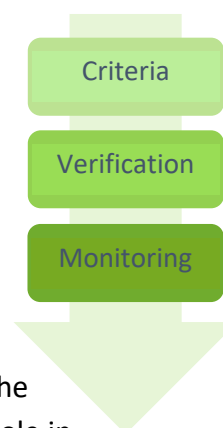
The electronic catalogue of pre-selected products complying with GPP criteria is maintained by the State Regional Development Agency and covers the following product groups: office paper and stationery, computers and hardware installation, demonstration equipment and hardware installation, printing and copying equipment (Imaging equipment), printing equipment accessories, furniture, software and training on software application, household goods, servers and data bases (products and installation), food products, health insurance service. The catalogue covers almost all product groups (except for road lighting and traffic signals) where application of GPP is mandatory in Latvia. Goods fully corresponding to GPP criteria are marked with the GPP label.



Ms. Kļaviņa briefly introduced the GPP criteria for various groups of goods available in the catalogue www.eis.gov.lv. She pointed out that the catalogue is frequently updated thus giving a chance to public procurers to purchase the most technologically advanced goods. However, in case the catalogue offer does not satisfy particular needs, procurers can implement the regular GPP procedure.

Application of Green Public Procurement and monitoring of implementation, Ingrīda Brēmere, Daina Indriksone, Baltic Environmental Forum – Latvia

Although the legal framework for GPP implementation is different in various countries, two phases of GPP implementation can be distinguished – preparation phase (elaboration of the tender documents) and the implementation phase of signing the contract including provisions for verification and monitoring. Highly important is to transpose all GPP criteria from the tendering documents into the contract pointing out the means for compliance check. Setting strict GPP criteria does not guarantee reaching the environmental goals. It is important to clearly define the GPP criteria as well as to plan the verification and monitoring system. Awards and sanctions can play a role in promotion of GPP uptake and improvement of compliance control.



Several recent (2018 - 2019) GPP examples in Latvia (IT and imaging equipment, lighting, cleaning, office buildings) have been assessed based on publicly available tender documents – terms of references, technical specification, sample contracts (source: *eis.gov.lv*). The assessment shows that while provisions for verification and monitoring related to specific aspects are included in the contracts, less attention is paid towards compliance control over environmental requirements (e.g. waste management). It was concluded that the capacity of procurer and product/service provider is very important in verification and monitoring process.

Discussion in smaller workshops: criteria, verification and monitoring in practice, National groups, presentation of results

Discussion in smaller groups was organized to reflect the logical path on GPP implementation from the criterion → to verification (strategy and methods) → and to monitoring (procedure and methods). Participants were working in small national groups to use selected category of GPP – catering, road lighting, and construction works of public buildings. In order to promote the discussion, participants were provided with a supplementary material on key environmental impacts and EU GPP criteria in the respective categories.



Reports from the small working groups have shown the complexity of the GPP approach where multiple aspects are assessed, as well as have indicated the need for particularly designed approach to verification and monitoring mechanisms related to each GPP criterion. Listed criteria, verification and monitoring approaches can be accepted as a pool of ideas on what can be done to ensure the GPP implementation (see Annex I).

Short summary of the key aspects presented by participants:

- GPP approach in the category of **food and catering** cover aspects of the origin and/or type of food (in terms of organic production and seasonal products, sustainable resources, vegan/vegetarian choices and proximity of production), operational support (in terms of tableware and cleaning products, and energy consumption), and transportation (in terms of environmentally friendly transport). Range of verification methods apply, e.g., on/off criteria, labels, certificates, documentation, and samples. Tailored verification methods of setting the catering menu with contractor and providing the seasonal calendar are suggested for checking the usage of seasonal fruits and vegetables. However, suggested approach to the monitoring predominantly involves check on the spot and internal audit. Practical operation of such setting would necessarily request the adequate capacity from the responsible contractor(s) to ensure the level of controls.
- GPP approach in the category of **office buildings** cover aspects of energy performance (in terms of energy consumption and energy systems), waste management (in terms of disposal of waste and recyclability), and materials (in terms of embodied CO₂ and a life-time considerations). Verification methods

include, e.g., calculations, checking of plans and standards, testing of systems, audit. Suggested approach to the monitoring involves building(s) monitoring on-site – control checks and inspections. Notably, the implementation of the monitoring is suggested to be outsourced (third parties).

- GPP approach in the category of **road lighting and traffic signals** cover aspects of electricity consumption, technical design (in terms of automation control, replicability of parts), circularity (in terms of durability and reparability, extended warranty, take back system and reused materials). The possibility for buying of service – light – has been suggested as an option. Range of verification methods apply, from the technical parameters to labels and certificates. Suggested approach to the monitoring involves measurements of performance and checking for labels and certificates. Notably, that the biodiversity proof has been included in the criteria list and monitoring for “before” and “after” story could result in some sanctions applied.

Readiness to participate in GPP and readiness to buy green products and services (the cases on cleaning services, events), Audronė Alijošaitė-Paulauskienė, Baltic Environmental Forum – Lithuania

Practical experience shows that green procurement and green criteria can be interpreted differently (e.g., from the perspective of a buyer and seller) based on individual assumptions and expectations. Detailed specification of criteria and mutual understanding on the issue helps to avoid conflicts between the customer and product/service provider. Thus, the importance of collaboration within the supply chain (e.g., between public and private sector) shall not be underestimated. A particular platform www.ecovadis.com was established in 2007 to support implementation of procurements, collaboration and self-evaluation to reduce risks and drive innovation in sustainable procurements – various solutions in GPP for buyers and sellers are provided. Examples from the Interreg “NonHazCity” project targeted to reduction of consumption of hazardous substances, GPP experience of a day-care centre in Hyvinkää (Finland) and several municipalities in Sweden were introduced. Procurers are recommended to have a strategy (goals, targets, actions), to provide assistance and support (phone, library, etc.), to monitor the performance, to educate (systematic training), to communicate (inside and outside) and to demonstrate (do what you preach).

Application of GPP in project partner countries: Legal framework; Capacity of procurers; Market readiness; Capacity of service providers, Reflection from GPP4Growth partners

Participants of the GPP4Growth project consortium briefly reflected on application of GPP in their countries – Italy, Spain, Malta, Belgium, Poland, Ireland, and Bulgaria reflecting on situation with regard to legal framework, capacity of procurers, market readiness and capacity of service providers.

Working groups: Recommendations for improvement of GPP uptake in the GPP4Growh project partner countries, *World café setting*

Discussions were organized in a *World café* setting where the participants expressed their views on measures that need to be taken and preconditions to be applied for improvement of the GPP uptake. Set of recommendations suggested during the discussion are presented in Annex II.



In terms of the **legal framework** the participants have divided their opinion in two large groups on GPP: (i) the top-down approach where GPP is made mandatory with EU Directive that is transposed in member states, and (ii) the bottom-up approach where GPP is a voluntary instrument widely discussed and popularized to stakeholders. Participants have agreed that implementation of the GPP is growing from bottom to upwards and up to mandatory requirement. Grading products involve Life Cycle Approach, Market readiness and availability of green alternatives are the steps to be taken. It has been concluded that the market readiness is a pre-requisite for a mandatory system!

In terms of the **market readiness** the participants have identified these key aspects: (i) training for the market players (SMEs, public authorities) to increase their awareness, improve the knowledge on GPP; (ii) providing advice to companies who have not won the tender on how to improve and to be successful next time, and (iii) cooperation of SMEs to establish clusters and to be able to participate in GPP, e.g. there could be organised informative events “Buyer meets supplier” where the so-called “con-colleagues” can sit at the table in front of each other and discuss the needs of one side and offer from another side.

In terms of **capacity of procurers**, the participants have pointed out several key aspects, as (i) various networking activities, (ii) information exchange, and (iii) capacity building that would help to improve that capacity of procurers to the GPP uptake.

In terms of **capacity of service providers** it was pointed out that the main key aspects are (i) communication, (ii) information dissemination among stakeholders involved in the GPP

process, and (iii) the stability of legal framework and long-term vision that is very important for the service providers to plan investments to improve service for the participation in the GPP.

Day 2, June 12 2019

**Zemgale Region Human Resource and Competence Development Centre,
Svētes iela 33, Jelgava, Latvia**

GPP in Zemgale Region: facts and figures, Ingrīda Brēmere, Daina Indriksone, Baltic Environmental Forum – Latvia

Municipalities in Zemgale region are active in implementation of GPP. Presentation highlighted the information and results relevant for Zemgale Planning Region being reflected in the Report¹ and the information available in the homepage of Procurement Monitoring Bureau. According to self-declaration of municipalities the highest number of GPP implemented (2018 – 2019. April) are related to indoor lighting, road transport, food and catering, street lighting and traffic signals. A small online survey of municipalities in Zemgale Planning Region reflected that the biggest experience they have with GPP for purchase of goods (75%), services (42%), works (17%).

Respondents have identified the following biggest challenges related to implementation of GPP: lack of specific knowledge (58%); unclear roles and responsibilities (50%); lack of cooperation between suppliers and procurers (42%); lack of human resources (33%). According to their perspective, improvements are needed for ensuring specific knowledge (83%); monitoring mechanism in contracts (58%); human resources (58%); and on information on origin of goods (42%).

Experience and examples of GPP application at municipalities in Zemgale Region:

Jelgava – experience in GPP implementation and control, Solvita Lūriņa, Jelgava City Council

There have been 86 GPP of 469 procurements implemented in Jelgava City Municipality between 01.01.2017 till 01.06.2019. Having ISO 9001 and 14001 the municipality is including requirements for environmental sustainability in all service contracts. Experience in implementation of the ERDF funded project “Development of the infrastructure of Pilssala for promotion of tourism and health activities in Jelgava” was introduced. One of the goals of the project was to create an infrastructure to organise the flow of visitors and reduce of anthropogenic load in the nature reserve “Lielupe floodplain meadows”. Applying

¹ Application of Green Public Procurement and monitoring of implementation: Introductory report complementing international working group in Jelgava, GPP4Growth, May 2019

GPP criteria e.g., environment management measures, waste management measures, nature conservation measures, use of timber from legitimate sources, a sight-seeing/bird watching tower was built in the area. GPP was organised 3 times (third procurement resulted in signing of contract) – both GPP and nature conservation requirements had to be followed. Close cooperation was established with the owner and manager of the area.

Pļaviņas – experience in GPP on catering services, Zane Bilzēna, Latvian Environmental Investment Fund

The experience in GPP in catering services at a municipal level was gained within the Interreg BSR program project “Using innovation procurement and capacity building to promote Circular Economy” (Circular PP). Within the frame of this project a procurement “Catering services in the Pļaviņu region gymnasium” was organised in 2018. The exclusion criteria comprised the requirement that The Applicant has not violated the terms of the catering service contracts related to GPP during the previous 3 years. The most economically advantageous offer had to be selected, based on calculation of points for several items e.g., nutritional quality, number of certified products in menu, environmentally friendly transportation (total score 30 points). Technical specification included several requirements and limitations related to disposable plastic dishes, use of seasonal fruits and vegetables, organic milk, and waste management. The contract provisions have included compliance monitoring aspects e.g., verification of the origin and quality of the food delivered, recommendations of teachers and parents, keeping records and the delivery notes of the products to prove the origin of the products and % of organic products according to the quantity indicated in the procurement specification, penalties in case of non-compliance. The carried-out procurement allowed the gymnasium to reduce the food waste, diversify the menu, improve accounting, elimination of one-way cups for drinks, provide 100% organic milk, etc.

Implementation of GPP at local/regional level considering cross-sectoral dimension,

Mind mapping & Plenary discussion

Part A.

At the beginning of discussion, participants assessed various factors affecting the GPP implementation. They voted for the well working factors by putting green dots (2 for each participant) and for the challenges by putting red dots (2 for each participant).



The voting results are summarised in the table below.

Factor	Works well	Challenge
Clear monitoring mechanism	8	11
Clear roles and responsibilities	8	1
Cooperation between suppliers and procurers	10	3
Specific knowledge on GPP issues	0	9
Human resources	0	17
Information on product origin	11	1
Controlling from third parties	1	1

Conclusions from the discussion /recommendations

According to participants of the International Working group, traceability of product origin does not cause problems, as well as the cooperation between suppliers and procurers is functioning quite well. **Lack of human resources** has been pointed out as the major challenge for GPP implementation. It was admitted that success of GPP uptake strongly depend on skilled and trained personnel being interested in environmental issues. Lack of clear monitoring mechanisms for compliance control and lack of specific knowledge on GPP related issues are other challenges related to GPP implementation.

During the plenary discussion, participants suggested that in order to overcome these challenges, **internal cooperation** between various departments at public authorities should be strengthened for exchange of experience and knowledge on GPP issues. There should be regular awareness raising and **capacity building trainings** organised for the staff involved in preparation of tendering documents, verification and monitoring. A joint **data base** where public authorities (departments) indicate their planned procurements can promote organisation of **joint purchases** to share and possibly decrease the required man-days. However, it was admitted that joint procurements may be more complicated to prepare and may require extra time to incorporate all specific needs of different institutions. At the

same time larger purchases allow suppliers/service providers to **decrease the price** thus bringing economic benefits to procuring authorities.

Part B.

In smaller workshops, participants (i) identified sectors that are mostly involved in cross-sectoral application of GPP, and (ii) discussed what are the key aspects to consider in verification and monitoring. The results of the workshops are reflected in the Annex III.



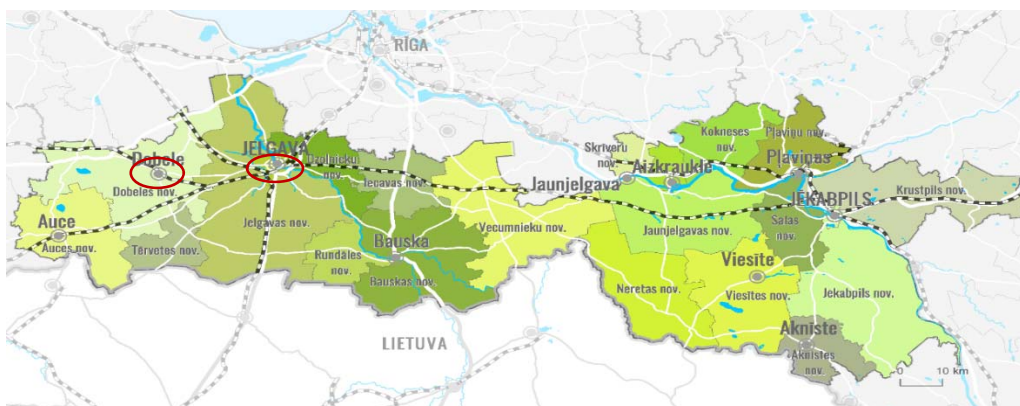
Conclusions from the discussion/recommendations

Participants of workshops have chosen different sectors, supplies and services to analyse and discuss. Several cross-sectoral aspects were identified for food, catering, textile, and transport sector.

Participants acknowledged that aspects of **circular economy** and the '**cradle-to-cradle**' approach including energy consumption, packaging and waste management, ecological transport, eco-driving, etc. should be taken into consideration at all GPPs. Appropriate labels, certificates technical descriptions can help for verification of the compliance. In practice, for example, in Latvia and Ireland, several institutions are involved at different stages of GPP implementation – preparation of the tendering documents, making contract, receiving deliveries. A **direct feedback** from the end-users (final customers) to procurers shall be ensured. Taking into account also the cross-sectoral complexity of GPPs, a **pool of experts** having relevant qualification in specific fields to support people who receive deliveries may be required for monitoring of compliance in a long-term perspective.



Study visit to get acquainted with GPP implementation in Jelgava municipality and Dobeles municipality.



During the Study visit participants of the International Working group had a possibility to get acquainted with practical implementation experience of GPP in four objects within the territory of Zemgale Planning Region.

1. Reconstruction increasing energy efficiency and purchase of furniture in Mieziņa Library, Jelgava, Lāsma Zariņa, Jolanta Treigute, Jelgava City library

The building of Mieziņa Library was constructed in 1970's and was recently renovated increasing its energy performance. Particular attention in GPP was paid towards the use of environmentally friendly materials (e.g. insulation of the façade by mineral wool). Energy efficient lighting has been installed.

GPP of furniture (manufactured, individually designed) included the requirement for materials not to contain harmful substances.





2. Reconstruction of road lighting in the 5th Line, Jelgava, Sandra Liepiņa, Andrejs Bobikins, Jelgava Municipal Communal Service “Pilsētsaimniecība”

During implementation of GPP a reconstruction of road lighting in the 5th Line was performed in 2018 – 2019. As the result old sodium vapor lamps were substituted by energy efficient LED lamps. The period of warranty for LED lamps is 5 years. It is envisaged to reconstruct all road lighting in Jelgava switching to LED lamps.

Innovative distant lighting management system has been established in Jelgava allowing to monitor the performance of all road light bulbs and to regulate the dimming individually.



3. Energy efficient lighting, environmentally friendly materials in students' dorm, Dobeles, representatives of Dobeles Municipality



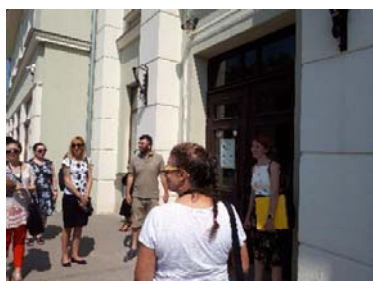
Construction of a new student's dorm in Dobeles has been recently finished and will be opened in Autumn 2019. The dorm comprises 28 single and double rooms, a conference hall, sanitary and leisure rooms. The building is targeted to schoolchildren from all Dobeles educational establishments. Particular attention in GPP has been paid towards environmentally friendly construction, insulation and finishing materials.

Energy efficient light bulbs have been installed.



4. Reconstruction of House of Culture installing energy efficient lighting, environmentally friendly materials, Dobeles, representatives of Dobeles Municipality

The building of House of Culture in Dobeles is a historical and cultural monument of State importance. It was built in late 1930's and is located in the historical centre of Dobeles municipality. Thus, during the reconstruction works in the building (2017 – 2019) a particular attention was paid towards preservation of this national heritage. Environmental criteria were applied to materials – wooden finishing of walls and floors and for energy efficiency of LED bulbs.



5. Discussion at Dobele Adult Educational and Business Support centre

At the end of the study visit, participants met at the Dobele Adult Educational and Business Support centre to hear a presentation by a representative of Development and planning department of Dobele Municipality about the experience, successes and challenges in GPP implementation - catering, transport, indoor and outdoor lighting, and furniture. It was admitted that the biggest challenges are related to the control of origin of products in catering. There is a lack of human resources allocated for GPP and additional training for the staff involved would be necessary.

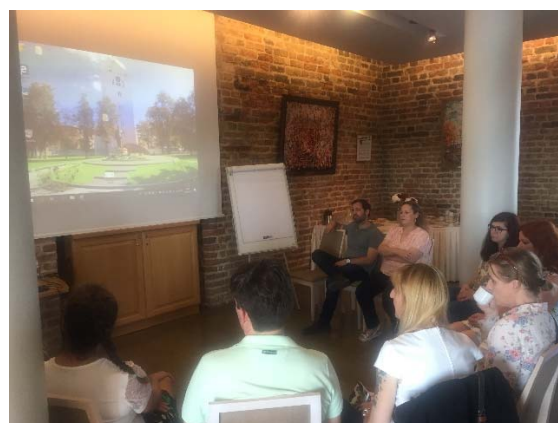


Day 3, June 13 2019

St. Trinity Church Tower, Akadēmijas 1, Jelgava, Latvia

Networking meeting of external experts: possibilities and prospects for cooperation between countries

Experts participating at the event briefly introduced to each other pointing out their experience and important aspects they face in the field of GPP.



Ms. Monique Van Dousselaere – Environmental Department, City of Antwerp (Belgium). The department provides information and advice on sustainability issues (including biodiversity preservation aspects) to other departments directly responsible for the

procurement. Procurements are done for the groups of institutions to increase the volume and save resources for preparation of separate procurement activities. A digital system has been developed indicating institutions' intentions for purchases thus giving a possibility to merge similar procurements and provide advice on green criteria.

Mr. Laurens Smaers - Procurement department, Province of Antwerp (Belgium). The department is responsible for purchase of goods, services and works. The department also performs networking with other institutions on GPP related issues.

Ms. Katarzyna Kowalczyk – Lodzkie Region, Ministry of Agriculture (Poland) is responsible for issuing of integrated permits for large factories, for providing an advice on Best Available Techniques, supervision and control. The department is responsible also for procurement in the field of agricultural activities.

Ms. Iwona Kowalczyk – Department of Law, University of Lodz (Poland), is lecturing on procurement related topics, preparing articles on GPP and also is involved in preparation and supervision of administration on GPP at the university.

Ms. Maria Dineva - Mining Company Maritza Iztok (Bulgaria) works for a large mining company in Bulgaria and is responsible for procurement of goods and services, contract awarding and monitoring the compliance.

Ms. Rositsa Hristova – Executive Environmental Agency (Bulgaria) is responsible for public procurement at the Agency.

Ms. Maria Diamantopoulou, Region of Western Greece, Head of procurement department is having an overall responsibility for GPP. There are 6 specialists working on GPP at the department - the lack of human resources is the biggest challenge acknowledged.

Mr. Alejandro Román, University of Sevilla (Spain) provides advice to the Ministry of Agriculture, Fishery and Environment, particularly focusing on possibilities and threats e.g., market distortion, discrimination of players. In Spain a lot of companies are participating in GPP thus the procedures have to be clear and transparent.

Mr. Antonio L. Sánchez, University of Almeria (Spain) leads the department (20 persons) responsible for all purchases (setting criteria, awarding and control process) at the University. Electronic procurement system has been used already for 15 years.

Ms. Solvita Lūriņa, Department of Development and City planning, Jelgava City municipality (Latvia) is working on environmental management issues, including GPP, development of plans and project proposals. Ms. Lūriņa briefly introduced to the Jelgava city emphasizing the flat geographical characteristic of the area located on the banks of the Lielupe and Driksa rivers. After heavy rains and in spring the territory suffers from floods, thus green areas and green infrastructure solutions play an important role.

Participants discussed green criteria related to construction of new buildings. It was acknowledged that green roofs can help a lot in climate (temperature, moisture) regulation in cities, although request higher costs, appropriate technological solutions and public acceptance. In the city of Antwerp there is a regulation for new building to have either a green roof or a solar panel. In countries having heavy snow cover during wintertime, the roof load bearing capacity should be very high. In Latvia due to earlier negative experience green roofs have not obtained popularity.

Study visit in the Jelgava city centre getting acquainted with GPP implementation in practice, *Solvita Lūriņa, Jelgava City Municipality*

After the discussions participants of the networking meeting got acquainted with GPP implementation in practice during the site visit in Jelgava.



Guided by Ms. Lūriņa participants visited the sight-seeing tower close to the Jelgava city centre.



This wooden sight-seeing tower 19.2 metres of height was built in Palace Island of Jelgava in 2018 and is intended for observation of the wild horses, birds, two rivers and the city panorama. Located in the Natura 2000 area of flood land meadows of the river Lielupe the tower demonstrates GPP application in practice for construction works (e.g., application of environmentally friendly materials) in the protected nature territory.

Recommendations for GPP uptake in GPP4Growth regions

Experience exchange between GPP4Growth project partners has triggered development of ideas for the GPP uptake. These recommendations are based on discussions at the International Working Group (11-13 June 2019, Jelgava, Latvia).

Capacity building

It is recommended to:

- Build up the capacity of procurers and product/service providers for improvement of GPP implementation as the success of GPP uptake strongly depend on skilled and trained personnel being interested in environmental issues;
- Organise methodological workshops, consultations for procurement specialists in state and local government institutions, entrepreneurs etc. on requirements and GPP criteria, verification and monitoring;
- Procurers at municipalities need specific knowledge for the GPP uptake in various categories. There should be regular awareness raising and capacity building trainings organised for the staff involved in preparation of tendering documents, verification and monitoring.

Regular update

It is recommended to:

- Keep updated on the recent technological developments as well as development of GPP criteria on the EU level in order to adjust the (legal) framework for criteria, verification and monitoring requirements in GPP contracts;
- Promote and make use of possibilities provided by electronic catalogues – data bases of pre-selected products complying with GPP criteria;
- Evaluate the opportunities provided by service package versus individual purchases of goods e.g., lighting service / lighting installation.

Cooperation and collaboration

It is recommended to:

- Internal cooperation between various departments at public authorities should be strengthened for exchange of experience and knowledge on GPP issues;
- Cooperate and make use of experiences gained during implementation of GPP related projects e.g., supported by the Interreg program; implement GPP promotion activities;
- Promote collaboration within the supply chain and between the public and private sector;
- Ensure a direct feedback from the end-users (final customers) to procurers.

Criteria, verification and monitoring

It is recommended to:

- Define clearly the GPP criteria as well as plan the verification and monitoring system as setting strict GPP criteria alone does not guarantee reaching the environmental goals;
- Develop a particularly designed approach to verification and monitoring mechanisms related to different categories of purchases;
- Consider application of circular economy and the 'cradle-to-cradle' approach including energy consumption, packaging and waste management, ecological transport, eco-driving, etc. should be taken into consideration at all GPPs. Consider inclusion of the biodiversity aspects in GPP uptake.

Annex I. WG1: National working groups: Criteria – Verification – Monitoring

Food and catering

Criteria	Verification	Monitoring
Greece:		
No single use (plastic) tableware	On/off criteria in technical offers	Check on the spot
Biodegradable cleaning products (gloves, rubbish bags, towels)	Certification (e.g., eco-label)	Check on the spot
Energy efficient kitchen equipment	Ecolabel (e.g., Energy star)	Check the used equipment documents
Offering 30% of choices being vegan/ vegetarian	On/off criteria	Check on the spot
Food supply from sustainable resources	Samples	Documents
Spain: (vending machines service)		
Energy consumption (vending machines)	Labels	Internal audit (responsible for the contract)
Organic production (with information for consumers)	Labels; Purchase documents from suppliers	Internal audit (responsible for the contract)
Proximity production (less than 100 km)	Purchase documents from suppliers (invoices)	Internal audit (responsible for the contract)
Poland:		
Environmentally friendly transport (Euro VI or higher), lower emissions from the vehicle fleet	Showing the cars papers	Verification (not announced before)
The usage of seasonal fruits and vegetables	Setting the menu with contractor; providing the seasonal calendar	Checking during the supply – the acceptance report before paying

Office buildings

Criteria	Verification	Monitoring
Malta + Italy: (criteria Second National Plan 2019-2025)		
Minimum Energy Performance	Energy performance calculated – EN15603	<ul style="list-style-type: none"> • Post-procurement monitoring on-site • It is not the government but a third party that does the monitoring
Recyclable waste storage	Plan of site	
Recycled content (15%)	Total recycled content as per methodology	

Demolition waste audit	Pre-demolition audit/ consignment notes	
Commissioning of building energy systems	Testing of system compliance	
Ireland: (Environmental building regulations)		
Part L – Energy: NZEB or Passive House	Plans meet Building Standards – BER (provisional)	Building Control checks – 3 rd party monitoring: final BER; energy bills
Disposal of waste: (i) reduced waste to landfill; (ii) increased recyclability – segregation of waste	Waste management plan – legal obligations; Published online	Waste enforcement officers – check plans – inspect where waste goes → local authorities
Materials: (i) Reduced embodied CO ₂ ; (ii) life time extended	Product Declarations – verified by 3 rd party; Labels – authentically	Spot checks on Declarations + Products + Building Control Checks

Road lighting and traffic signals

Criteria	Verification	Monitoring
Bulgaria:		
CO2 reduction	<ul style="list-style-type: none">• Eco-labels or equal documentation• Certificate from producers• Certificate from transportation company• Declaration from producers• Certification from laboratory testing• Reference from previous customers	<ul style="list-style-type: none">• Measurement of the technical parameters to ensure energy savings• Checking eco-label criteria
Reduced energy consumption		
LCC		
At least 16000 to 20000 hours of life		
Possibility for reusing some of the materials		
“Green” way of production – 50% of materials to be reused		
Delivery with “green” transportation		
Automation control system		
Latvia: (We are buying service – LIGHT!)		
Energy consumption + CO2 emissions	W/ A+++/ CO2 level	Eco-label, certificate
Possibility to change bulb	Yes/ No	Availability in market
Dimming possibilities	Yes/ No	Monitoring console
Beam angle + lumens	≥75.5° + according to needs	Specification

Belgium:		
Electricity consumption	<ul style="list-style-type: none"> • Efficient lamps (technical documentation, sample reference) • Dimmable (technical documentation) • Measuring tool (tool demonstration) 	Measurements of electricity use
Biodiversity proof	Technical documentation <ul style="list-style-type: none"> • 0% upward light • Low proportion of blue light • 97% and 75.5° downward angle 	Before and after story (sanctions)
Circularity	<ul style="list-style-type: none"> • Durable • Repairable (sample) • Extended warranty • Take back system (show systemic place) • Reused materials 	Life time; warranty

Annex II. WG2: Recommendations for improvement of GPP in the GPP4Growth project partner countries

Recommendations to improve Legal framework

Participants have divided their opinion in two large groups on GPP: (i) the top-down approach where GPP is made mandatory with EU Directive that is transposed in member states, and (ii) the bottom-up approach where GPP is a voluntary instrument widely discussed and popularized to stakeholders.

EU Directive (mandatory)

- Key principles of the Directive would be on mandatory inclusion, CO2 emissions, implementing the principles of Total Cost of Ownership and Life Cycle Costing
- Infringement fines for non-compliance
- Measurement system: a country makes decision on implementation and it is mandatory in some fields, harmonized criteria shall be developed
- Incentives are applied, e.g., through cooperation agreements, GPP application for getting subsidies
- Structured organizations, report back on implementation. Audits are performed, however, this requires large staff
- Top down approach is not always effective!

Bottom-up approach (voluntary)

- Bottom-up approach involve meeting of stakeholders, assessing the public administration needs, but use of environmental clauses shall be mandatory!
- Important to raise awareness in sectors: public demands assessed, private sector more involved, and there is a link between private and public sectors
- Bottom-up (voluntary) approach has not been effective because the involvement is scarce!

Market effects

- Market effects are determinant by assessing how cheap products are, and therefore strict, radical steps are avoided in direction of GPP as well!
- By promoting of the market uptake, there is the ban on toxic, hazardous substances to avoid over-flooding of the EU market with cheap products/articles from third countries.
- Implementation of the GPP is growing from bottom to upwards and up to mandatory requirement. Grading products involve Life Cycle Approach, Market readiness and availability of green alternatives (although “are these so green?”)
- Protection of GPP contracts against discrimination arguments is an important factor: justification shall be provided in case of arguing of contracts, safety deposit of contractors
- Market readiness is a pre-requisite for mandatory system!

Recommendations to improve Market readiness

During group discussions participants pointed out that the key aspects for improving market readiness are related to mandatory requirements, increasing the demand, awareness raising and cooperation between the stakeholders.

- Provide **strategy** (e.g. 5 years) indicating categories for which GPP is mandatory
- Increase the **demand** for products/services – procurers should cooperate for joint procurements to increase the demand even more
- **Training for the market players** (SMEs, public authorities) to increase awareness, improve the knowledge on GPP. For SMEs training should be on general issues, as well as targeted to certain groups of products, services, and works that they are prepared in advance to new requirements of legislation framework e.g., energy efficiency, limitations on plastic, environmentally friendly vehicles and could better see the opportunity for providing goods and services; consultations on Ecolabels would be necessary;
- Establishment of a **GPP tendering platform** for industry could help stakeholder engagement in GPP;
- Involvement of the market in definition of “green targets” and obtain **feedback** on real possibilities. Here it is important not to discriminate those tenderers who e.g. did not attend the event of consultations. Solution: market consultation events need to be public, online participation shall be provided (streaming), filmed and available on Internet afterwards; Procurers need to allocate resources e.g. staff to communicate with market, participate in trainings themselves. Established a particular consulting agency dealing with these issues could be a solution.
- **Providing advice to companies** who have not won the tender on how to improve and be successful next time is recommended;
- Organisation of **competitions** for municipalities and awarding for the most innovative, socially and environmentally responsible procurements could increase the municipal interest in GPP;
- **Data** availability for GPP implementation shall be improved to develop strategies, plans for further actions to increase the uptake of GPP;
- **Public authorities shall promote cooperation of SMEs to establish clusters** and to be able to participate in GPP, e.g. there could be organised informative events “Buyer meets supplier” where the so-called “con-colleagues” can sit at the table in front of each other and discuss the needs of one side and offer from another side. Public authorities, NGOs, associations could organise such events and prepare a report afterwards.

Recommendations to improve Capacity of procurers

During group discussions participants pointed out that the key aspects for improving capacity of procurers are various networking activities, information exchange and capacity building.

- **Joint procurement:** various procurers (universities, municipalities, provinces) could organise the joint procurement (vegetables, furniture) to save the specialists’ time, simplify the procedure and save some financial resources;

- **Exchange of experience:** among the procurers themselves (about the legislation, practical issues) as well as with the market representatives (to find out about new products, services, options);
- **Templates** of the documents available: ready templates could be available on-line, official, electronic platform, legally approved;
- **Helpline service:** possibility to get the quick answers, advice, consultation (by using phone or e-mail); information provided is reliable and secure;
- **Reallocation of the finances** – if there are some savings after the GPP procurement closure they could be reallocated to some other needs directly (not returning to the budget);
- Clear, updated and easily available **guidelines and instructions**;
- **Database** of examples: best and worst practices available as “learning lessons”; database could include also real tendering examples and real documents with the specific details;
- **Trainings and workshops** on GPP: both online and presence to improve the capacity and knowledge about the various aspects (changes in legislation, new demands, criteria); even the cascade training module could be used – the trained persons are able/ competent to train further their colleagues;
- **Additional staff:** at many cases procurement department/ unit is in lack of the stuff not only to make the tender in good quality and timely but also in the later stage of the procedure: evaluation of the proposals, selection procedure.

Recommendations to improve Capacity of service providers

During group discussions participants pointed out that the main aspects for improving capacity of service providers are communication and information dissemination among stakeholders involved in GPP process.

- Very crucial is communication between public administration and market suppliers during procurement process. The tendering procedure and requirements should be very clear and understandable for service providers.
- The stable legal framework and long-term vision is very important for the service providers to plan investments to improve service for the participation in GPP. Recommendation is to involve service providers to participate in the process of the standards and legal framework development.
- Available funds for innovative ecological growth for SMEs in the regions can help to build up service provider's capacity.
- To strength service providers networking and establish online platform to exchange information and experience in participation in GPP. Preparation of the white book on good GPP practices and dissemination through online platform.
- To attract the expert to clarify questions about eco certification procedure and requirements.
- Making consortiums with other service providers to strength capacity and participate more convincing in GPP.
- Organisation of the market surveys before the tender announced, it gives additional time for service providers to decide to participate or not and prepare accordingly to fulfil all GPP requirements.

Annex III. WG3: Implementation of GPP at local/regional level considering cross-sectoral dimension

Questions for the discussions in the working groups:

- (i) What sectors are mostly involved in cross-sectoral application of GPP?
- (ii) What are the key aspects to consider in verification and monitoring?

Reflection from the working group

Purchase of transport – busses (with EU money)

- (i) Legal department + Transport Department + EU projects departments
- (ii) To comply with the goals set in the project proposal and the programme guidelines

Food sector

- (i) Efficient and ecological production; ecological transportation; waste management; packaging
- (ii) Key aspects: follow the idea of circular economy; from cradle to cradle (label)

Textile

- (i) Waste; transport
- (ii) Child labour/ labour conditions; organic fibres; cleaning of textile

Catering

- (i) Ecological transportation; local products; “social economy”; packaging

Supplies

- (i) Production; transport; installation; waste
- (ii) Specialized human resources

Services

- (i) Transport; preparation; quality control; maintenance; waste; energy; cleaning
- (ii) Direct feedback from final consumers to procurers

General:

Transport; biodiversity; waste – resources (packaging); energy- climate- CO2; water; traceability; Corporate Social Responsibility (ISO, EMAS) – increasing the subcontractors/ suppliers

Verification – labels and certificates; technical description; proof

Monitoring – pool of experts