

Task 2.1. Gather information of good and bad practices on purchase of energy efficient products and services

INVENTORY/RECORDING PROCESS

Agreement No: 649860 — GreenS

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I. Inventory process for recording and collection of good and bad practices

Besides an extensive desk research and a review of the recent GPP and SEAP practices in the EU Member States, this study essentially draws on the findings of a comprehensive data collection exercise based on two different online surveys that was submitted to public authorities at different levels of government in each GreenS country.

The methodological approach has been chosen in align with project's tasks and in agreement with the GreenS partners. In order to secure a greater level of detail in our analysis, we have entirely relied on the support of institutional bodies from the GreenS project and SEAP energy experts. National experts acted as contact persons for their own countries to ease the process of data collection and some also conducted personal interviews with public authorities during the questionnaire process.

In order to make valid statements from the data collected, we had to ensure that our results are as accurate as possible and that the sample of authorities contacted is as valid as possible. Therefore, there had been no intention to obtain qualitative statistically representative sample in terms of what is the level of GPP uptake in all eight countries as this has not been at all the purpose of the required tasks. Rather the attention has been on obtaining the quality data. The main purpose of this exercise was to get information about GPP implementation, what public procurers purchase and how they do it; consequently more targeted public procurers from the local, regional and national level has been chosen.

In addition, a number of steps were taken in order to avoid sampling errors and to obtain reliable data set that would allow making relevant evaluation. The main objective with this exercise was to see **how** the GPP implementation is taken on and **NOT** the rate of the GPP up-take at the national level; in order to reveal the later data we would need to have some thousands of respondents in each country! Overarching aim was to focus on **targeted group** for collecting quality data from real GPP practitioners; otherwise too poor information with such small sample could be received. Therefore, all responsible NPs have been asked to find and make contacts with at least 10 public authorities at national/regional/local level (or personnel that are responsible for GPP implementation) that are already implementing and are familiar with GPP. These could be either a managerial staff (director of procurement or other unit, official working at the ministry /region responsible for GPP etc.) or procurers themselves.



a) Questionnaires

Two surveys provided organised collection of data that are most relevant for the illustration of GPP in countries and in public organisations observed. Reporting of data involves analysis, interpretation and presentation of data received. The results have been aimed to analyse and map the status of the implementation of GPP. Assembled data described in detail all answers on every question for each country separately and also summed up for all together. They have been presented in graphical and table forms.

For obtaining required information we prepared two (2) on-line questionnaires (Q); one for public procurers and one for national partners (NPs). The first questionnaire was focusing more on practices, the other on the GPP process and policy at the national level.

1) Questionnaire on Good Practice in implementing Green Public Procurement (GPP)

The first questionnaire (Q1 – public procurers) was designed in order to collect data on the procurement behaviours of public authorities in eight respective countries (see *below* the original text of the questionnaire). The questionnaire in English language was published online/HTML format to facilitate data collection and tailor the survey to the respondents' time preferences. It was translated in only one national language (in Bulgarian) while in other countries public procurers got language support from project's institutional bodies. With the Q for public procurers, who are in practice carrying out GPP and know the best how to do it, what and how much they purchase, and what difficulties they are facing, we were collecting mainly two sets of data: about their own organisation's practices related to GPP and their own procurement experience. Partially we also wanted to know how much they are aware of the national policy of GPP.

The questionnaire was structured as follows:

- A general section contained questions on the type of public sector and the level of awareness of national activities in relation of GPP and which existing support at national level they use.
- The section about organisations' level proposed questions about organisations' and respondent's activities regarding GPP, estimated level of GPP uptake, etc.
- Third section focused on GPP implementation by procurers. The questions that were directed at the respondents asked about what type and how they use criteria, how often they apply possible innovative solutions in green/energy efficient procurement, what energy efficient products/services/works they have purchased recently, what support they would need, what are the main difficulties in applying GPP in their opinion etc.





Overall, 114 questionnaires have been received, more than 10 envisaged per each country (more than 14 in average per country).





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 Horizon 2020
European Union funding
for Research & Innovation

Questionnaire on Good Practice in implementing Green Public Procurement (GPP)

Why we are doing this survey?
GreenS (Green public procurement supporters for innovative and sustainable institutional change) is an international project supported by the European Commission under the Horizon 2020 programme (<http://greensproject.eu/en/>). The overall objective of the project is to further enhance the ability and capacity of public authorities to save energy and to reduce CO₂ emissions and costs by applying innovative solutions on GPP. The project aims at contributing to overcome the obstacles and the barriers to implementing GPP.

What information will be gathered?
Therefore, the intention of the survey is to collect information on the existing GPP processes and practices in the eight EU Member States participating in the GreenS project. It focuses on the experience of public procurers with GPP implementation and to organisation's activities related to GPP and the GPP policy in general.

To whom it is addressed?
The survey is targeted at procurement professionals in public administrations at all institutional levels in eight EU Member States: Bulgaria, Cyprus, Germany, Italy, Latvia, Slovenia, Spain and Sweden.

To have a common understanding of GPP, we use the present definition of the European Commission (http://ec.europa.eu/environment/gpp/what_en.htm), according to which GPP is "a process whereby public authorities seek to procure goods, services and works with a reduced environmental impact throughout their life-cycle when compared to goods, services and works with the same primary function that would otherwise be procured."

Thank you very much for having taken the time to respond to this questionnaire; it will take approximately 10 minutes to complete it. We appreciate very much your contribution to further shaping the uptake of GPP across Europe.

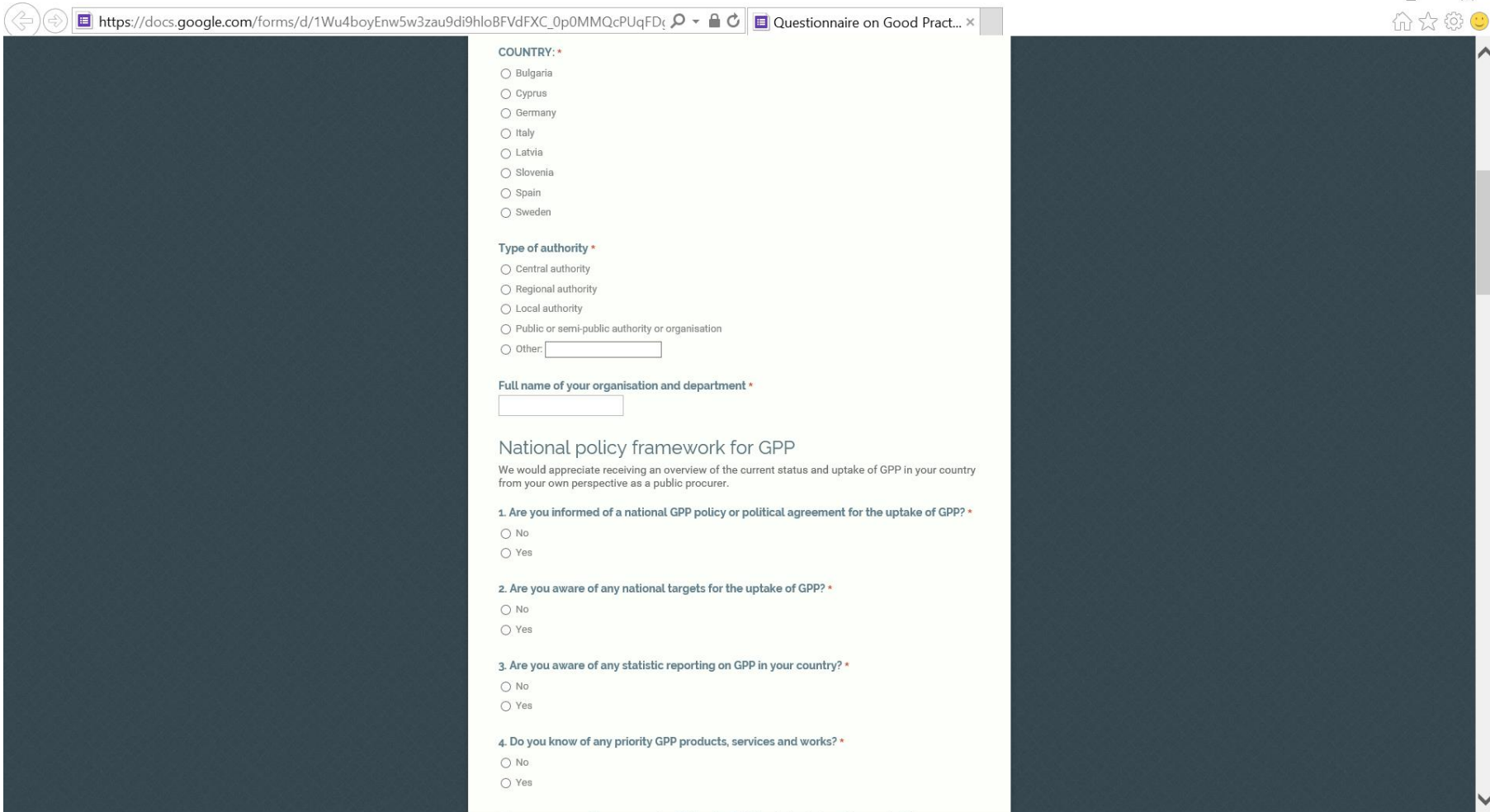
Your responses will be treated confidentially and used only for the purposes of the study.

*** Required**

COUNTRY: *

Bulgaria
 Cyprus
 Germany
 Italy







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5. Are you aware of any support activities for GPP (i.e. help desk, guidance, trainings, website, etc.)? *

No
 Yes

If yes, do you use any of these support activities? Please specify:

Information about organisation's activities on GPP
We'd appreciate if you could share with us some more insight into how your organisation is implementing GPP.

6. Does your organisation have a GPP strategy or Action Plan? *

No
 Yes

7. Do you have managerial support for the implementation of GPP? *

No
 Yes

8. Do you have political support for the implementation of GPP? *

No
 Yes

9. Is your organisation implementing any market engagement activities to learn about alternative solutions? *

No
 Yes

10. Have you attended any training seminar on GPP? *

No
 Yes

11. How do you include GPP criteria in tender documents? You can select as many statements as you wish. *

By myself
 With the help of other departments' experts
 With the help of external advisors



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11. How do you include GPP criteria in tender documents? You can select as many statements as you wish. *

By myself

With the help of other departments' experts

With the help of external adviser

Other:

12. How would you estimate the share of GPP contracts in relation to the total purchasing in your organisation in one year?

Percentage of GPP in the total number of procurements

cannot estimate

GPP implementation

13. What "type" of green/energy efficiency requirements do you usually use? You can select as many statements as you wish. *

EU GPP criteria

Nationally developed criteria

Green criteria from other countries

Criteria from Ecolabels

Environmental technical standards

Criteria from any appropriately certified or labelled products

Requirements from environmental management systems

Provisions set in different EU sector legislation

Other:

14. In which stages of the procurement process do you usually include the green/energy efficient criteria? You can select as many statements as you wish. *

When defining the subject matter of the contract

In the requirements for technical/professional ability of the tenderer

In the technical specifications

In the award criteria

In the contract performance clauses

In all stages of GPP process

15. What do you see as main difficulty for the implementation of GPP? Please list up to 5 *



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16. What kind of support for the GPP implementation would you need in future? You can select as many statements as you wish. *

- Information on market availability of products/services/works
- Professional technical support
- To understand environmental aspects in relation to purchase
- For evaluation of life-cycle costings (LCC)
- To understand mechanisms for appropriate monitoring and reporting
- Information on potential benefits of GPP (environmental, economic, social, cultural)
- How to integrate environmental/energy efficiency considerations into tender procedures
- Sources of GPP criteria to use
- How to verify environmental claims made by tenderers
- How to use award criteria
- For sharing of experience and knowledge
- Professional GPP training seminars
- For running pilot project on GPP
- For establishing GPP online forum
- No need for support
- Other:

17. During the GPP procurement process, how often are you ... *

	almost always	often	sometimes	seldom	never
... looking for innovative solutions (public procurement of innovation)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
... deciding for pre-commercial procurement	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
... asking for leasing possibilities	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
... focusing on performance/functional specifications	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
... monitoring contract compliance and execution	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
... carrying out market analysis	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
... using life-cycle costing (LCC)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
... calculating CO2 and energy savings	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Any other?



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18. Listed below are some energy efficient products, services and works. For which of them did you prepare GPP contract in the last 3 years? You can select as many statements as you wish. *

- Electricity
- Office IT Equipment
- Imaging Equipment
- Electrical and Electronic Equipment used in the Health Care Sector
- Transport/vehicles
- Infrastructure works (motorways, bridges, etc.)
- Street lighting and traffic signals
- Waste Water Infrastructure
- Construction/Buildings
- Combined Heat and Power
- Indoor lighting
- Water-based Heaters
- Other:

Final comments
If you would like to comment on any issue raised by this survey, please feel free to do so.

OPTIONAL:
Public procurer (name, position in the organisation, e-mail)

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2) Questionnaire on implementing Green Public Procurement (GPP) for NPs

The second questionnaire (Q2 – national partners) weighed up broadly the institutional / policy system of the GPP in the country and assessed in length the conceivable national support activities in each country. The questionnaire was addressed to national partners (NPs). First general section contained questions on the national status of GPP (policy frameworks) and estimated level of GPP uptake etc. Another section focuses on the process, i. e. all possible support activities that could help public procurers for easier, better and quicker implementation of GPP in order to assess what exactly exists in these countries. Hence, with the questions for NPs we expected to gather up-to-date data about the policy and institutional level of GPP in each project country. We assumed that NPs are very knowledgeable about the state of art of the GPP in their respective countries and also we need reliable data in order to consistently and trustworthily present the present status of GPP for each project's country in the final report of WP2. National partners also made comparison with the data in the National Action Plans (NAPs) as published at the EU Commission website (http://ec.europa.eu/environment/gpp/action_plan_en.htm). See *below* the original text of the questionnaire.

Overall, 8 questionnaires have been received, 1 per each country.



Finally, with approach that we have chosen we believe that, overall, the result and the evaluation of survey is robust.





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Questionnaire on implementi...

Horizon 2020
European Union funding
for Research & Innovation

Questionnaire on implementing Green Public Procurement (GPP) for NPs

* Required

COUNTRY *

1. Bulgaria

2. Cyprus

3. Germany

4. Italy

5. Latvia

6. Slovenia

7. Spain

8. Sweden

Contact person:

Name *

Name of the organisation *

Role in the organisation *

I. National institutional and policy framework for GPP

We'd appreciate receiving detailed answers so we ask you for further explanations on every question.

1. Could you explain if there is any mandatory provision (partially or fully) on GPP in your country? *

No

Yes



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I. National institutional and policy framework for GPP

We'd appreciate receiving detailed answers so we ask you for further explanations on every question.

1. Could you explain if there is any mandatory provision (partially or fully) on GPP in your country? *

No
 Yes

further explanation *

2. Is a GPP National Action Plan (NAP) adopted? *

No
 Yes

further explanation *

3. Are there national targets and timeframes set for the GPP uptake? If so, what are they? *

No
 Yes

further explanation *

4. Are there any priority GPP products, services and works defined? If so, what are they? *

No
 Yes

further explanation *

5. Is there any (other than NAP) policy document about GPP (at any level)? *

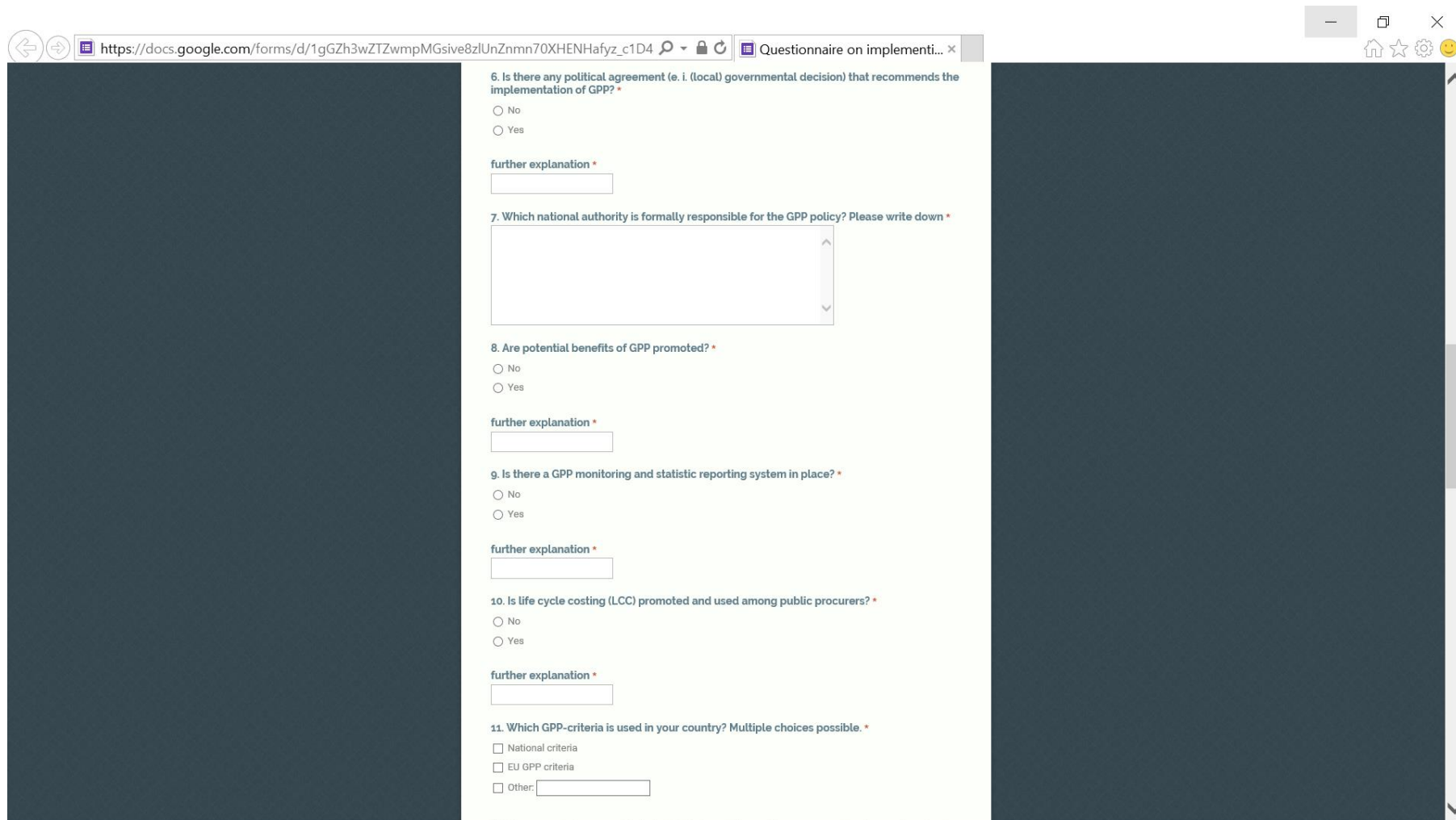
No
 Yes

further explanation *

6. Is there any political agreement (e. i. (local) governmental decision) that recommends the implementation of GPP? *

No





6. Is there any political agreement (e. i. (local) governmental decision) that recommends the implementation of GPP? *

No
 Yes

further explanation *

7. Which national authority is formally responsible for the GPP policy? Please write down *

8. Are potential benefits of GPP promoted? *

No
 Yes

further explanation *

9. Is there a GPP monitoring and statistic reporting system in place? *

No
 Yes

further explanation *

10. Is life cycle costing (LCC) promoted and used among public procurers? *

No
 Yes

further explanation *

11. Which GPP-criteria is used in your country? Multiple choices possible. *

National criteria
 EU GPP criteria
 Other:



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12. Every country has some kind of statistical portal for public procurement tenders and contracts. Are there separate data available for green contracts as well? Could you specify the percentage of a number of GPP products/services/works purchased and the value of the GPP purchased in comparison to other "ordinary" tenders? What is the last figure for the country's GPP uptake?

Separate data available for green contracts at statistical portal *

No
 Yes

Number of all procurement *

Number and/or percentage of GPP purchase *

Value of all procurement *

Financial value and/or percentage of GPP purchase *

Percentage of country's GPP uptake *

Please state for which year are these data. Any other explanation? *

13. In your opinion, how could the GPP uptake in your country be improved? Please specify: *

II. National support activities

Below are listed various functions that support easier, better and quicker implementation of GPP. Which of these activities are in place in your country? Provide additional information *

	Yes	No
Legal support from responsible authority for GPP	<input type="radio"/>	<input type="radio"/>
GPP website	<input type="radio"/>	<input type="radio"/>
Technical / expert support for GPP authors	<input type="radio"/>	<input type="radio"/>



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II. National support activities

Below are listed various functions that support easier, better and quicker implementation of GPP. Which of these activities are in place in your country? Provide additional information *

	Yes	No
Legal support from responsible authority for GPP	<input type="radio"/>	<input type="radio"/>
GPP website	<input type="radio"/>	<input type="radio"/>
Technical / expert support for GPP criteria	<input type="radio"/>	<input type="radio"/>
Regular updating of GPP criteria	<input type="radio"/>	<input type="radio"/>
Regular newsletters about GPP	<input type="radio"/>	<input type="radio"/>
Real assessment of needs	<input type="radio"/>	<input type="radio"/>
Specialized publications about GPP	<input type="radio"/>	<input type="radio"/>
Clear guidance and tools for GPP	<input type="radio"/>	<input type="radio"/>
GPP webinars	<input type="radio"/>	<input type="radio"/>
Platform for exchange of best practices	<input type="radio"/>	<input type="radio"/>
Helpdesk for procurers	<input type="radio"/>	<input type="radio"/>
Helpdesk for suppliers	<input type="radio"/>	<input type="radio"/>
Regular GPP training events	<input type="radio"/>	<input type="radio"/>
Regular GPP networking and exchange events	<input type="radio"/>	<input type="radio"/>
Specific working groups for GPP	<input type="radio"/>	<input type="radio"/>
Tender models for products/services/works	<input type="radio"/>	<input type="radio"/>
Green tender database	<input type="radio"/>	<input type="radio"/>
Good practice exchange	<input type="radio"/>	<input type="radio"/>
Pilot GPP projects	<input type="radio"/>	<input type="radio"/>
Market analysis for priority products/services/works	<input type="radio"/>	<input type="radio"/>
Online green products catalogue	<input type="radio"/>	<input type="radio"/>
CO2 /energy saving calculator	<input type="radio"/>	<input type="radio"/>
Life Cycle Costing (LCC) guidance	<input type="radio"/>	<input type="radio"/>
Cost/ benefit analysis of GPP	<input type="radio"/>	<input type="radio"/>

Could you please provide additional information for any of the support activities listed



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Questionnaire on implementi...


Clear guidance and tools for GPP

GPP webinars	<input type="radio"/>	<input type="radio"/>
Platform for exchange of best practices	<input type="radio"/>	<input type="radio"/>
Helpdesk for procurers	<input type="radio"/>	<input type="radio"/>
Helpdesk for suppliers	<input type="radio"/>	<input type="radio"/>
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CO2 /energy saving calculator	<input type="radio"/>	<input type="radio"/>
Life Cycle Costing (LCC) guidance	<input type="radio"/>	<input type="radio"/>
Cost/ benefit analysis of GPP	<input type="radio"/>	<input type="radio"/>

Could you please provide additional information for any of the support activities listed above: *

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b) Comparative analysis / matrix

The comparative analysis of survey results should fully reveal GPP practices and processes in GreenS countries. Method that was used for this comparison was set of indicators that are following all four sections of both questionnaires and are basically covering most of the answers. Marking each indicator with corresponding answers from survey clearly pointed out the main strengths and weaknesses in the countries involved and the manners and approaches of GPP implementation. However, some additional individual qualitative assessments had been needed as well which was employed by giving grades to certain indicators. In this way the good and weaker (bad) practices of GPP implementation could be portrayed for each country individually. The results have been evaluated and presented in total value, so for all countries together, in graphical and table form.

It also has to be noted that analysis of results does not serve at all for comparison of actions between different countries but rather shows how these respective countries are performing with GPP implementation.



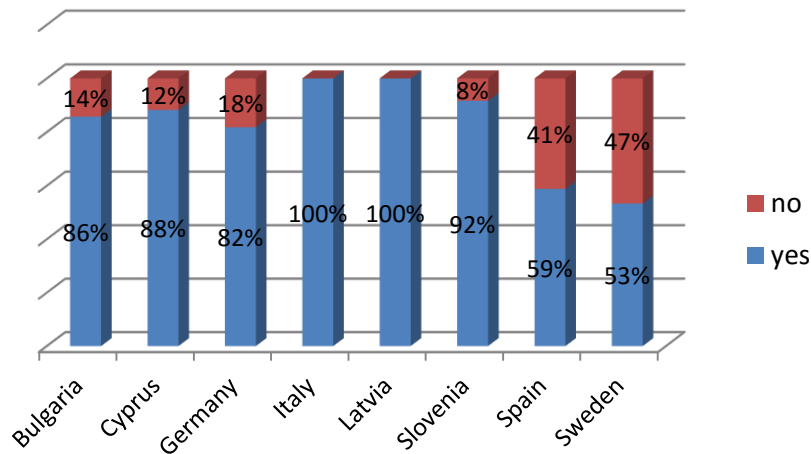
II. Results and other aspects/information on previous good and bad GPP practices per countries

(Bulgaria, Cyprus, Germany, Italy, Latvia, Slovenia, Spain, Sweden)

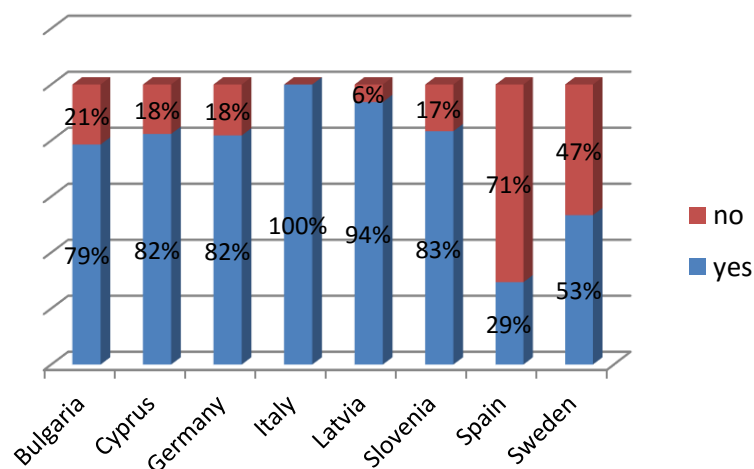
Results below should not be read as competing comparison between the respective GreenS' countries but rather as a comprehensive illustration of GPP performance, process, implementation and practice in each country.

Questionnaire on Good Practices in implementing Green Public Procurement (GPP) – Q1

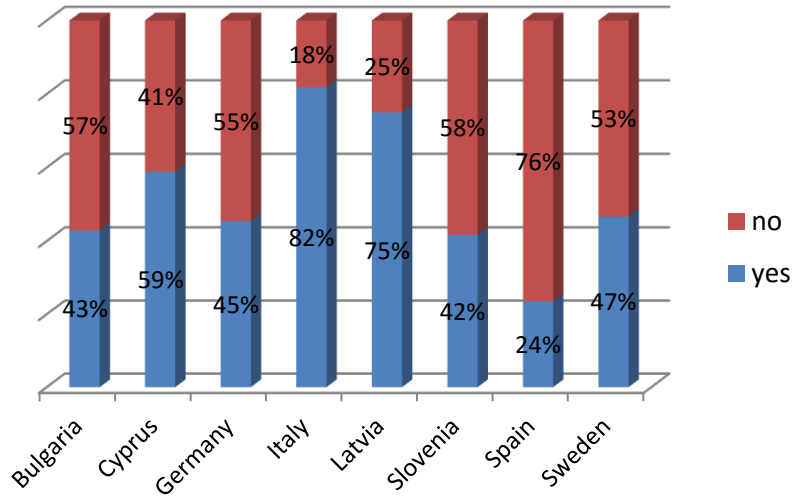
1. Are you informed of a national GPP policy or political agreement for the uptake of GPP?



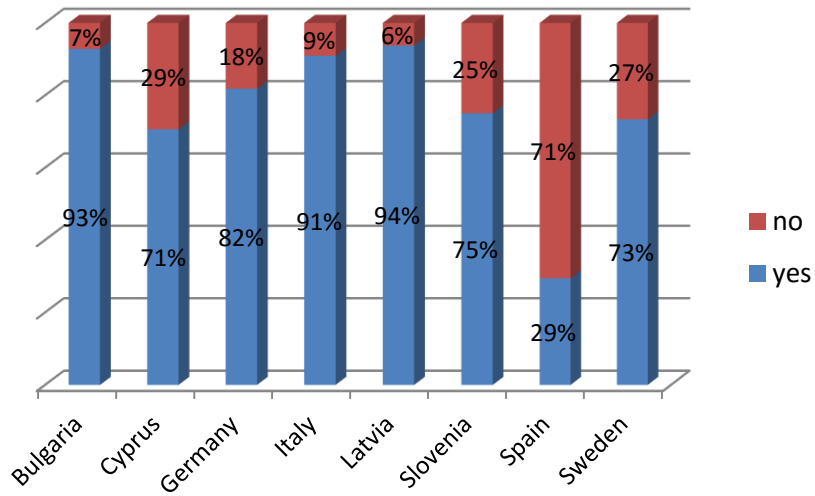
2. Are you aware of any national targets for the uptake of GPP?



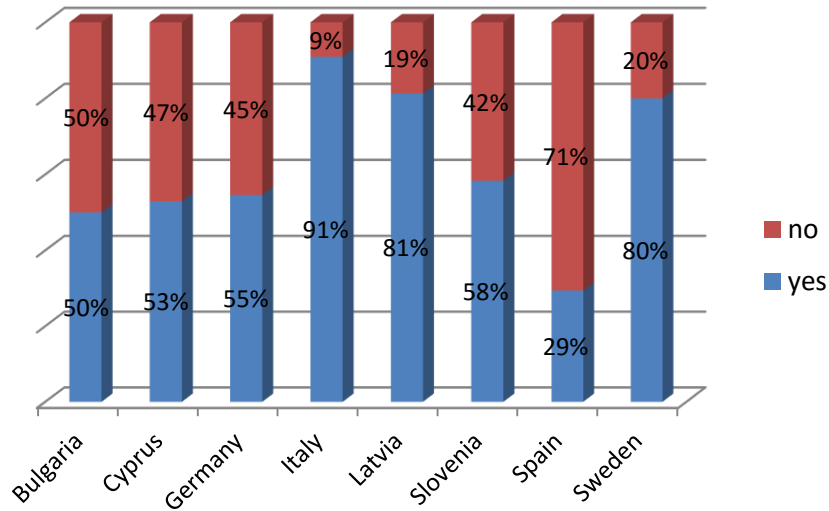
3. Are you aware of any statistic reporting on GPP in your country?



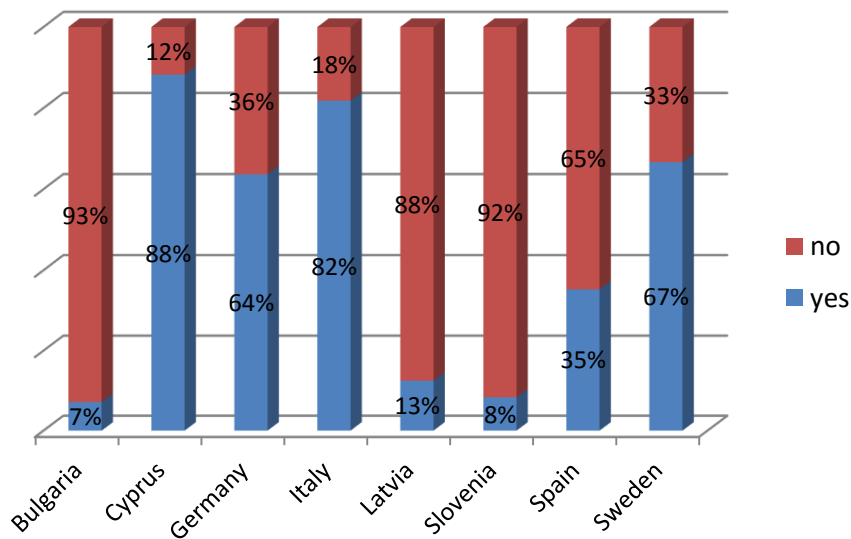
4. Do you know of any priority GPP products, services and works?



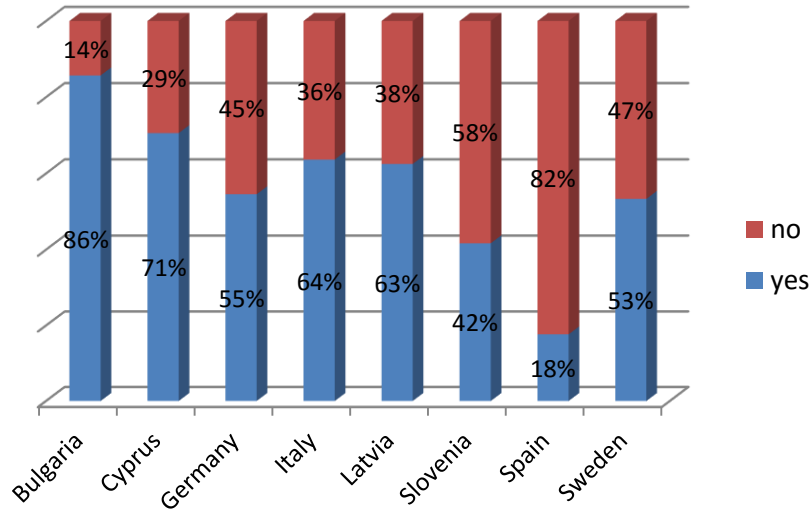
5. Are you aware of any support activities for GPP (i.e. help desk, guidance, trainings, website, etc.)?



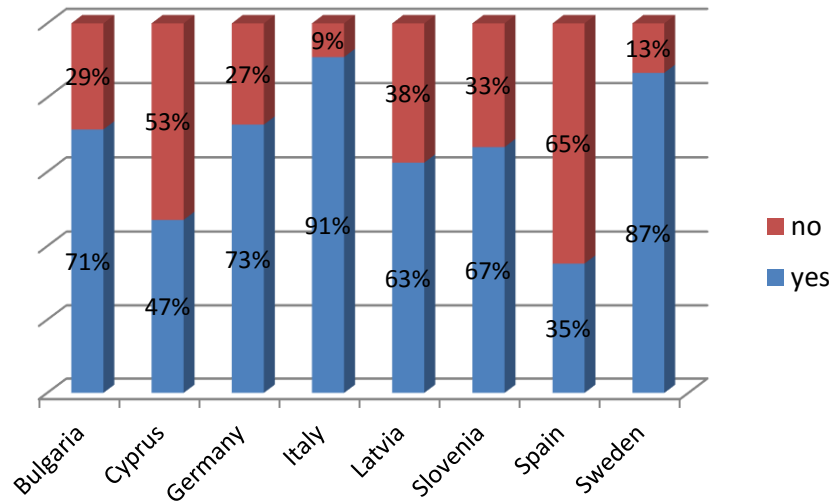
6. Does your organisation have a GPP strategy or Action Plan?



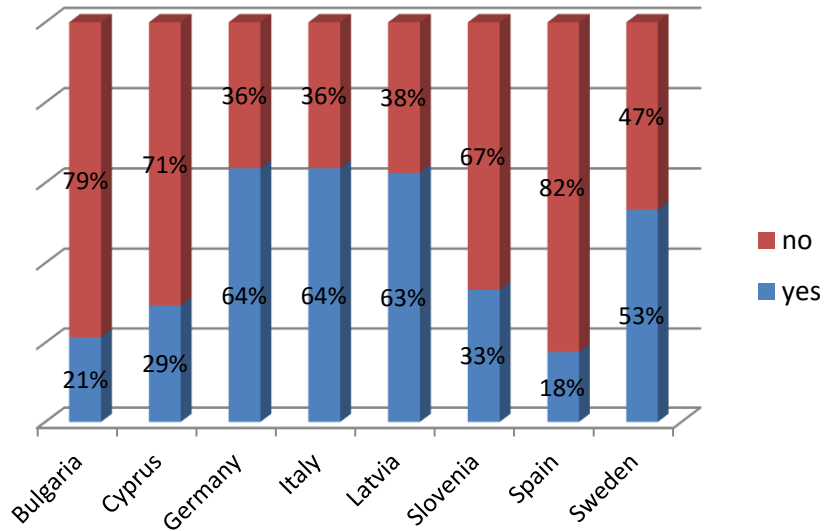
7. Do you have managerial support for the implementation of GPP?



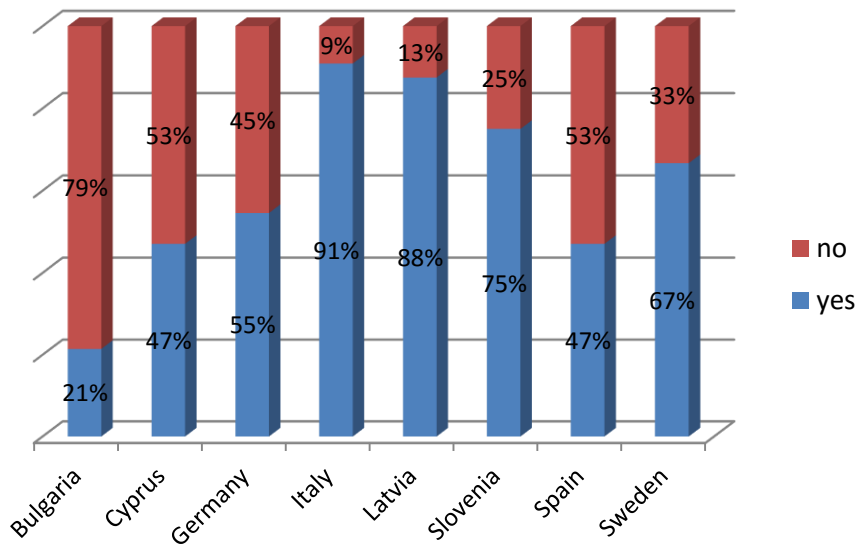
8. Do you have political support for the implementation of GPP?



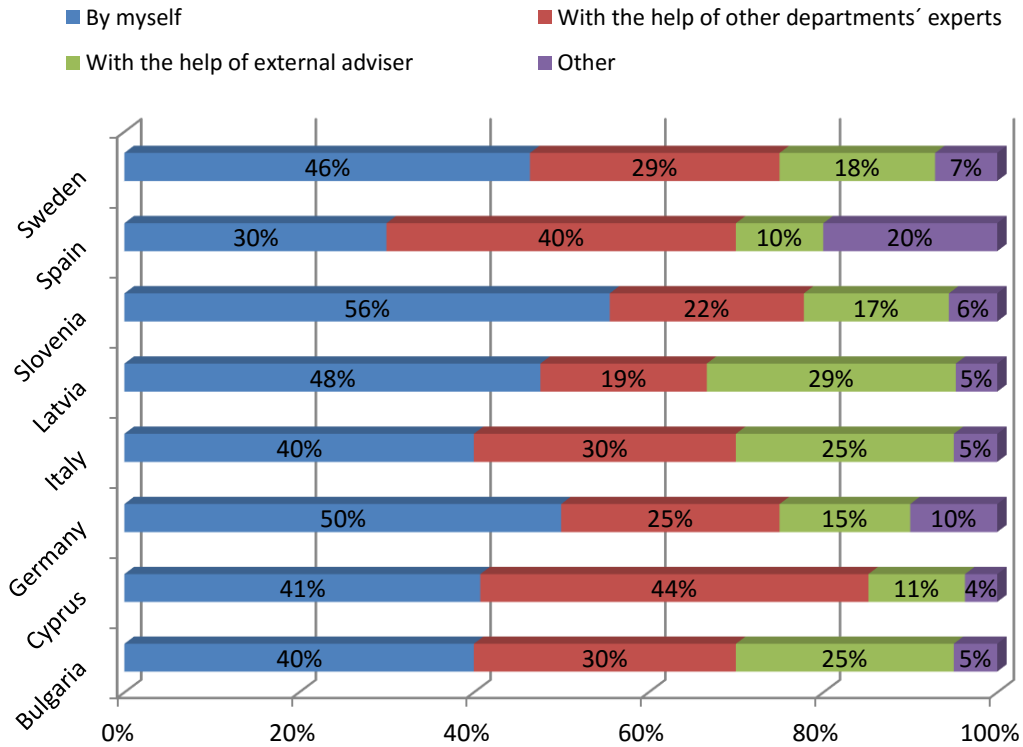
9. Is your organisation implementing any market engagement activities to learn about alternative solutions?



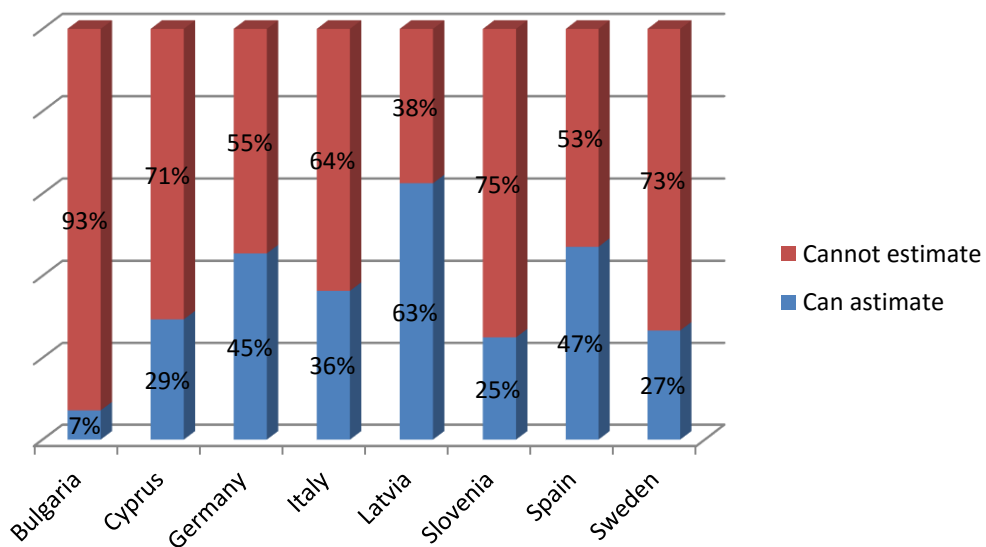
10. Have you attended any training seminar on GPP?



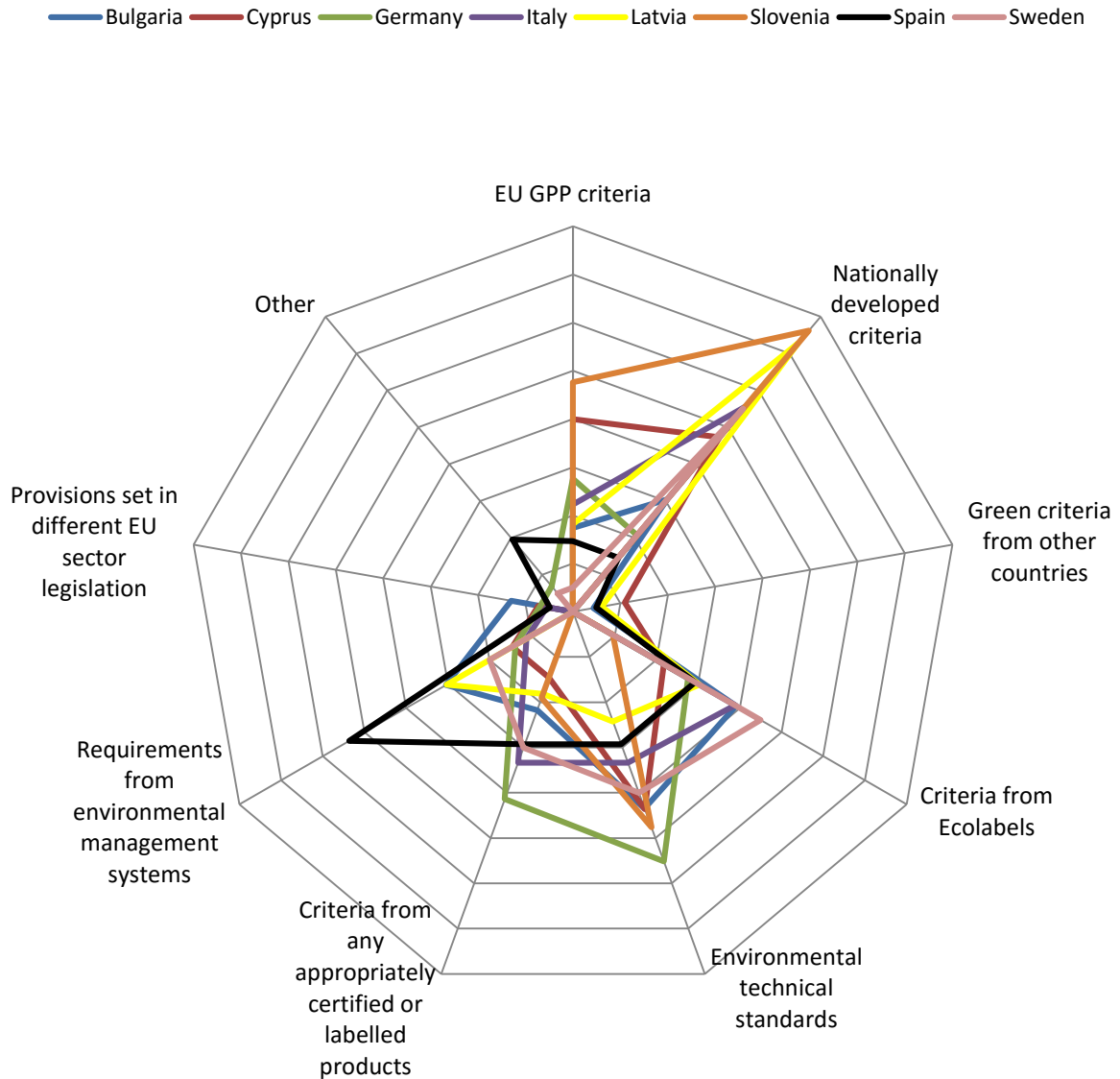
11. How do you include GPP criteria in tender documents?



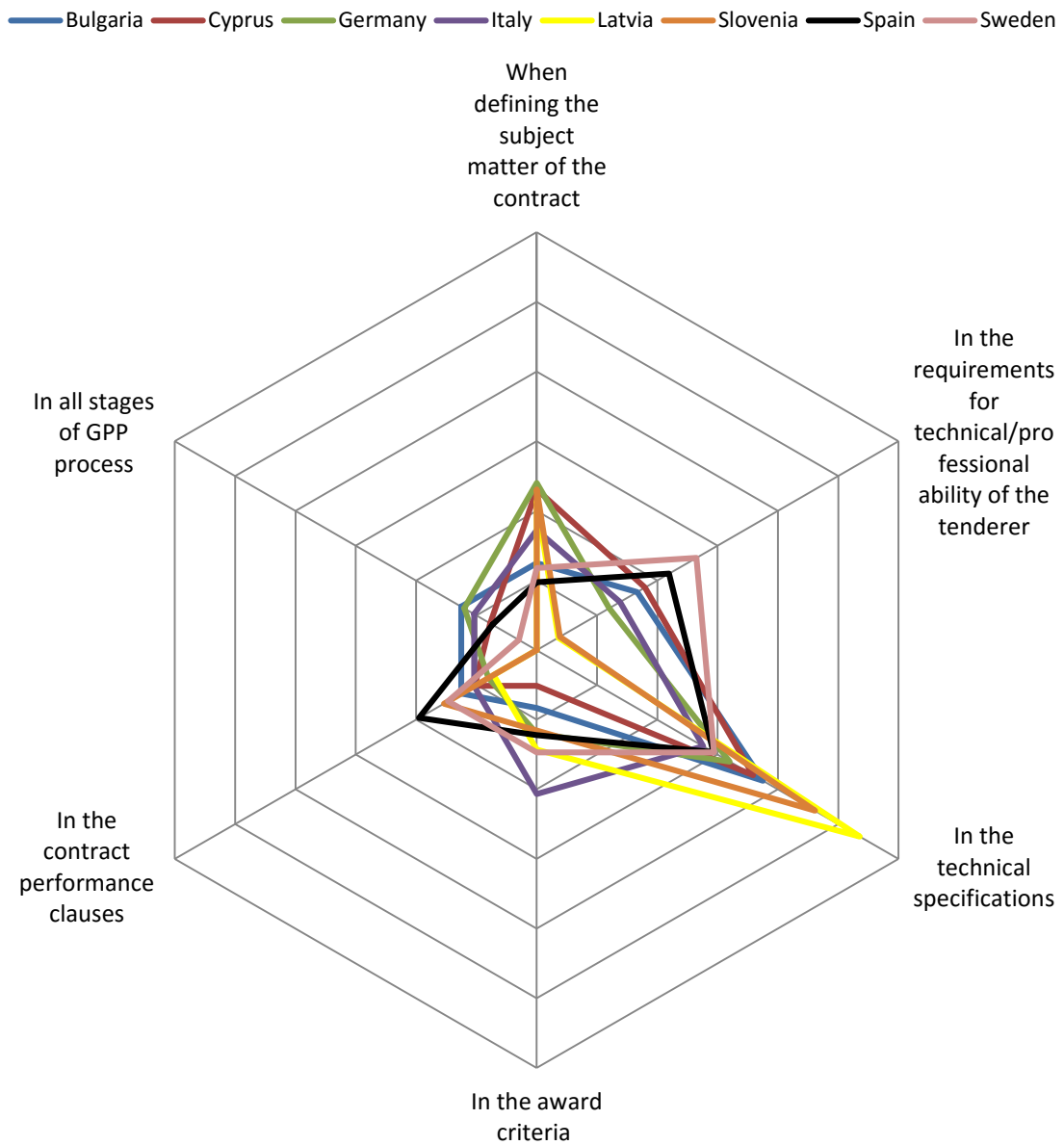
12. Percentage of GPP in the total number of procurements



13. What “type” of green/energy efficiency requirements do you usually use?

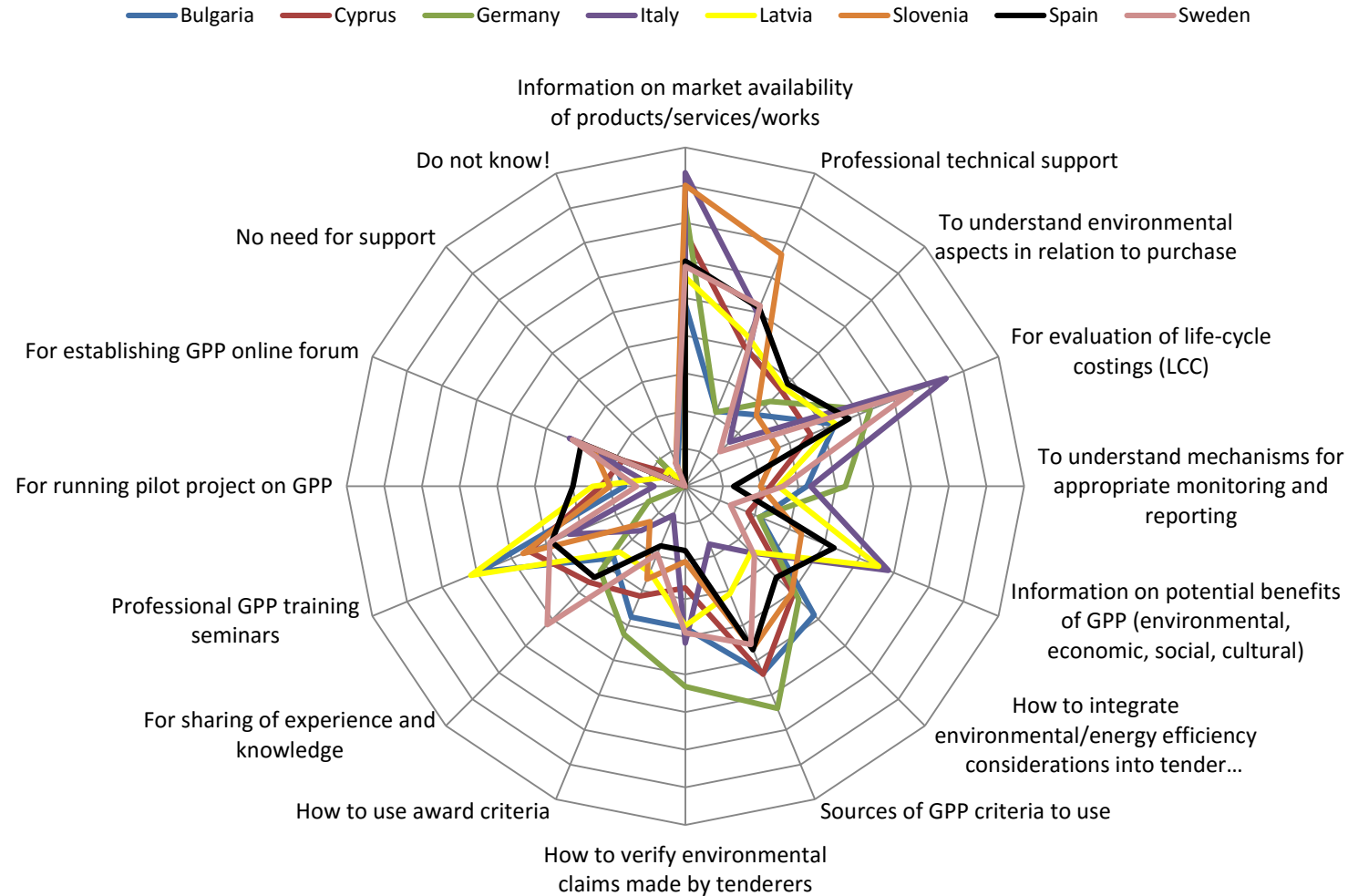


14. In which stages of the procurement process do you usually include the green/energy efficient criteria?



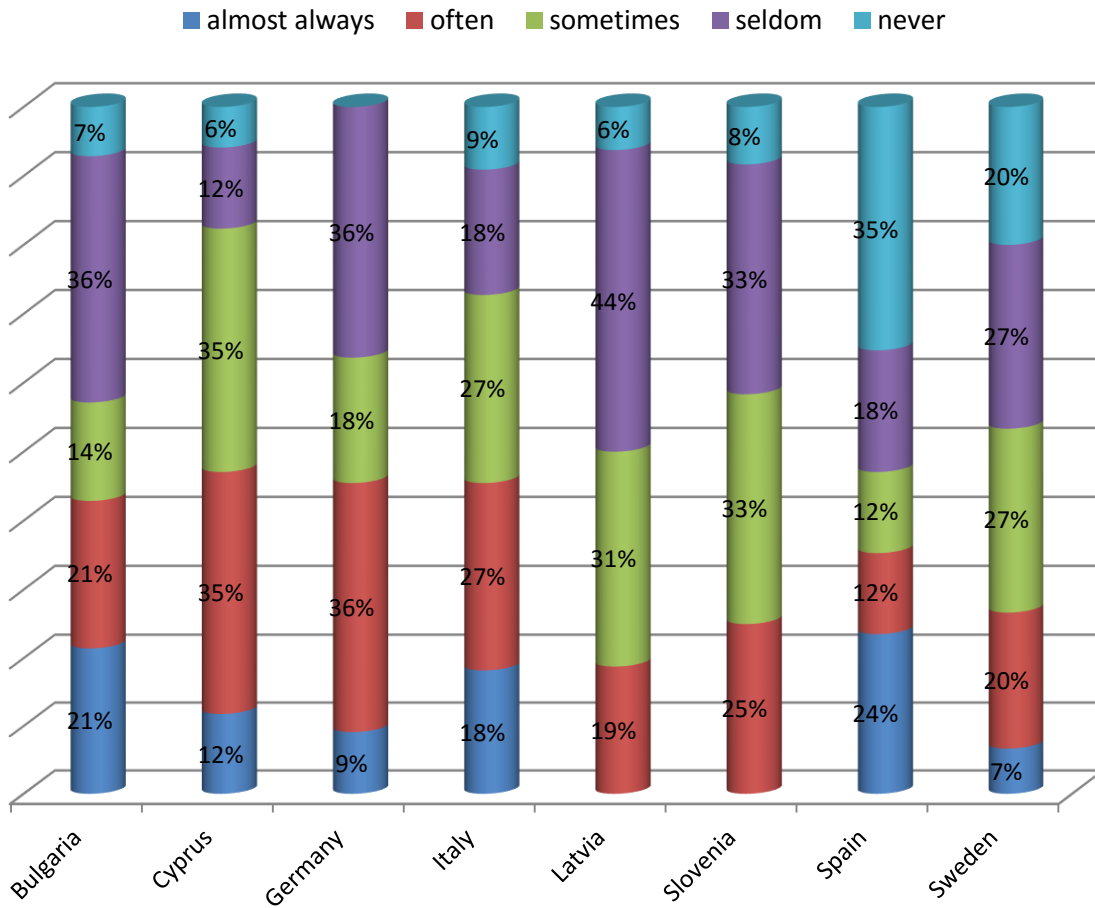


16. What kind of support for the GPP implementation would you need in future?

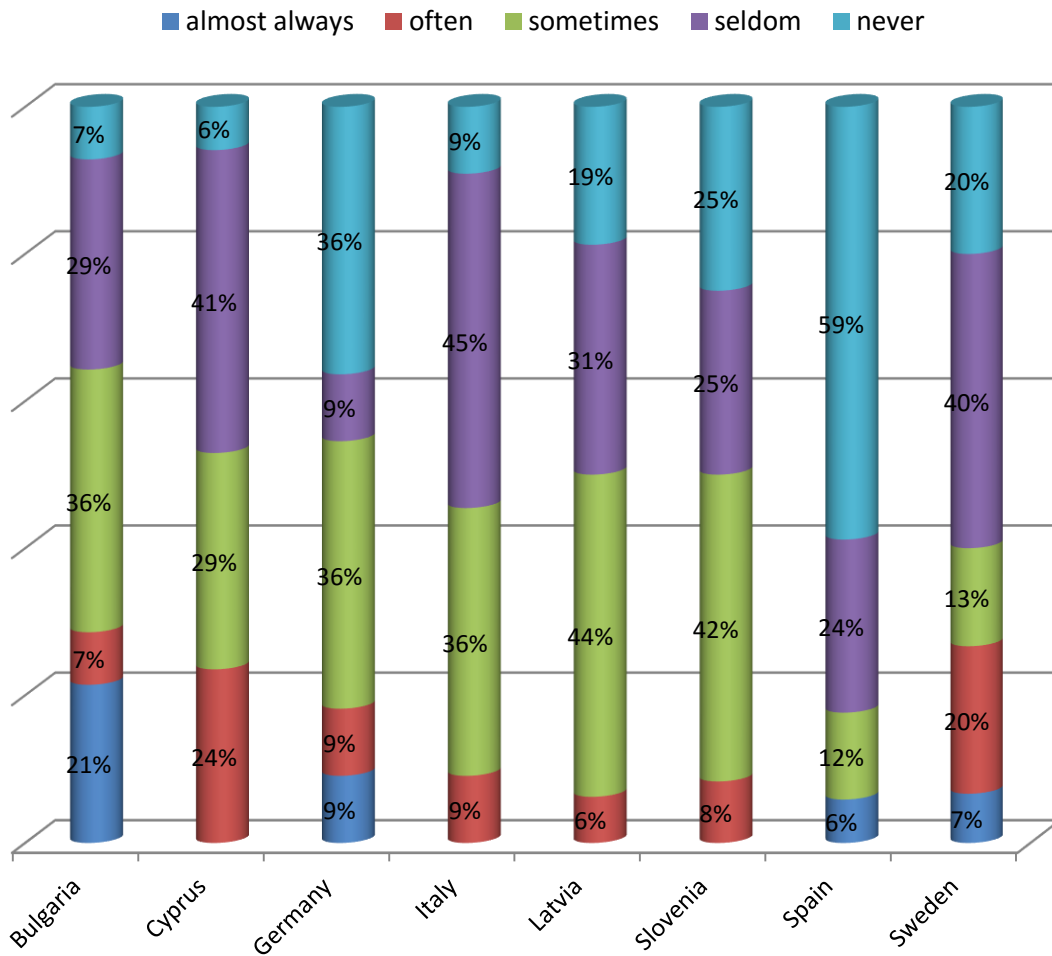


17. During the GPP procurement process, how often are you ...

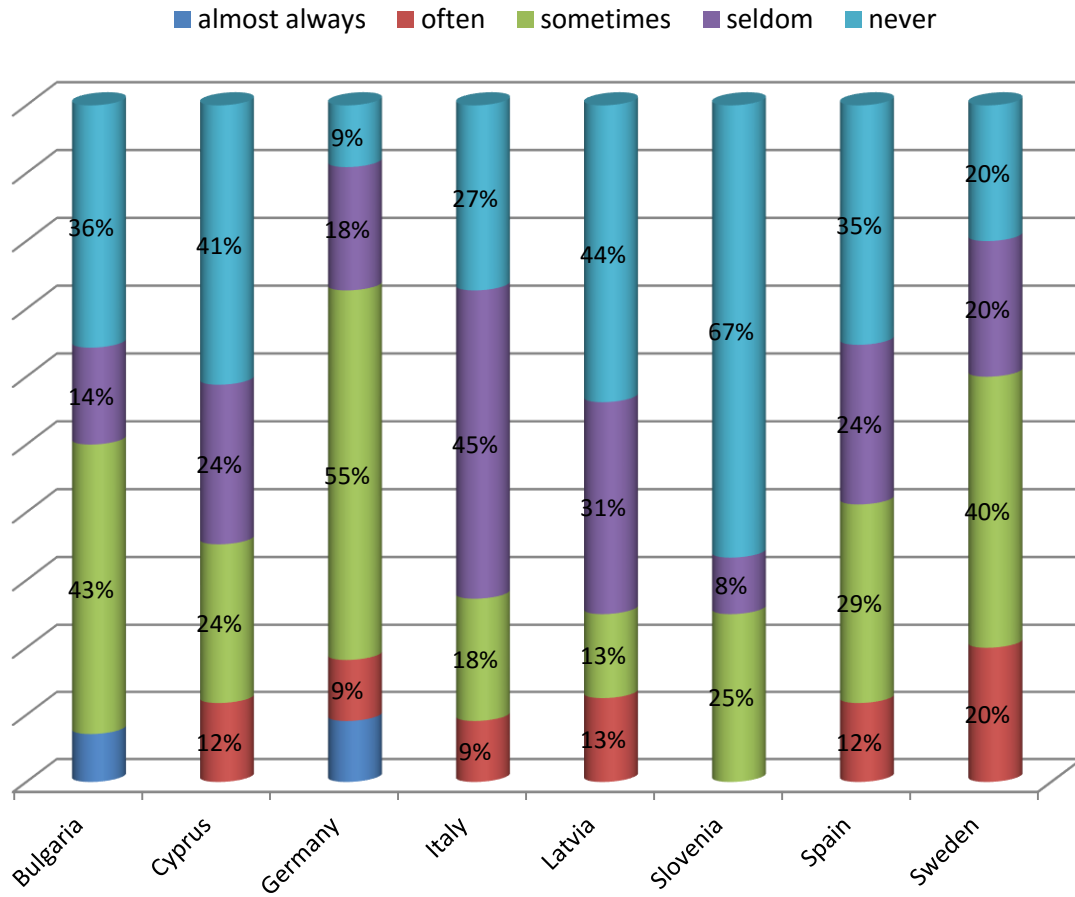
... looking for innovative solutions (public procurement of innovation)



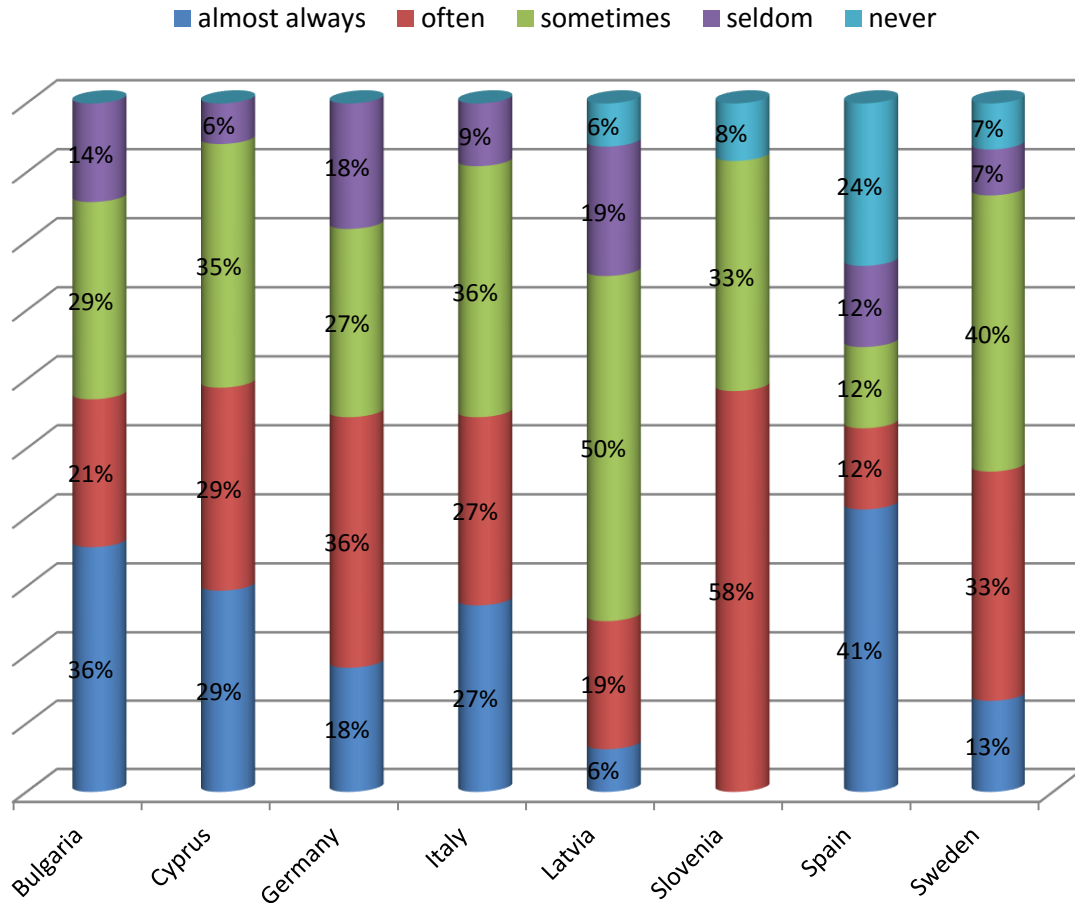
... deciding for pre-commercial procurement



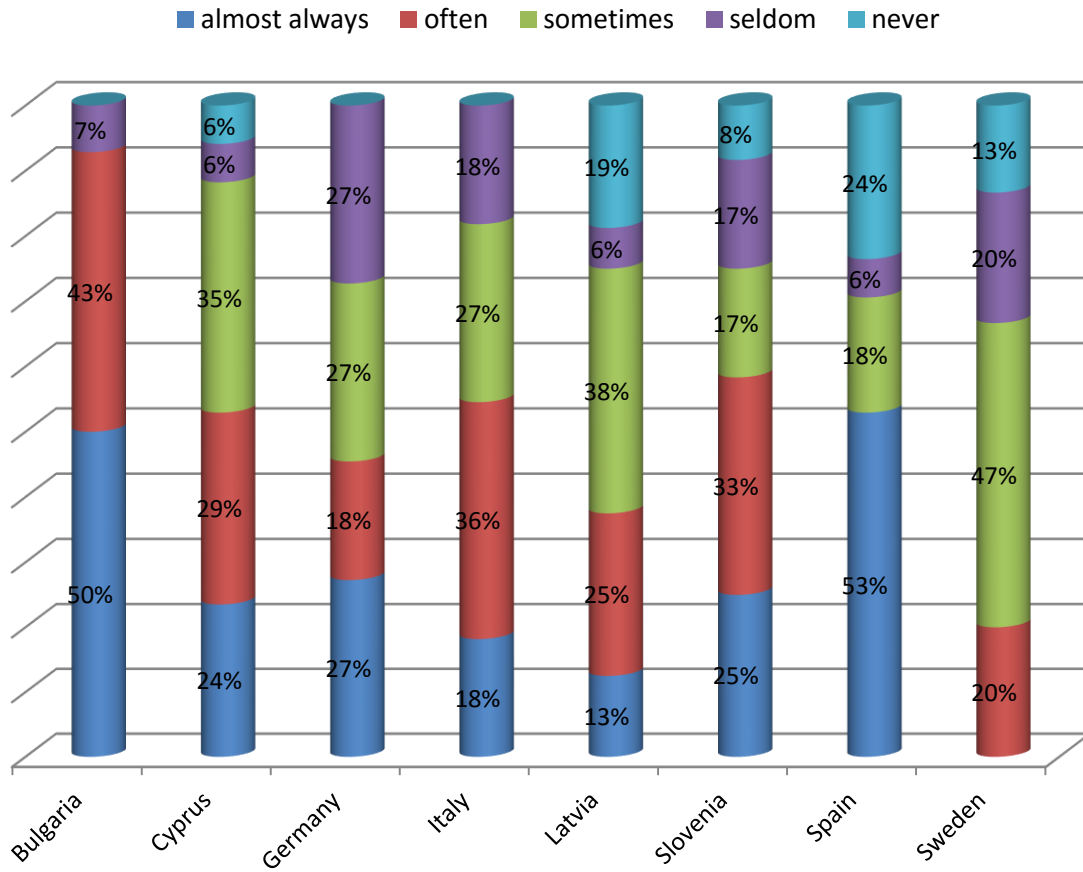
... asking for leasing possibilities



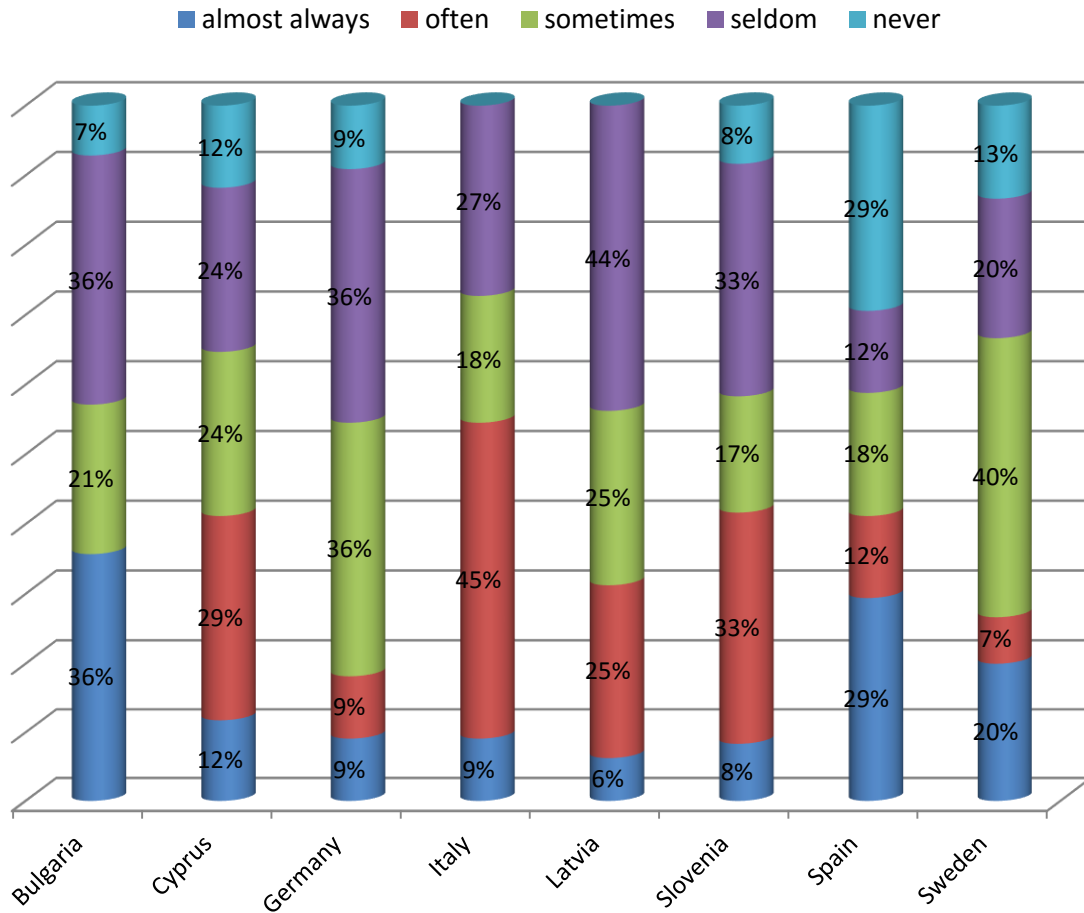
... focusing on performance/functional specifications



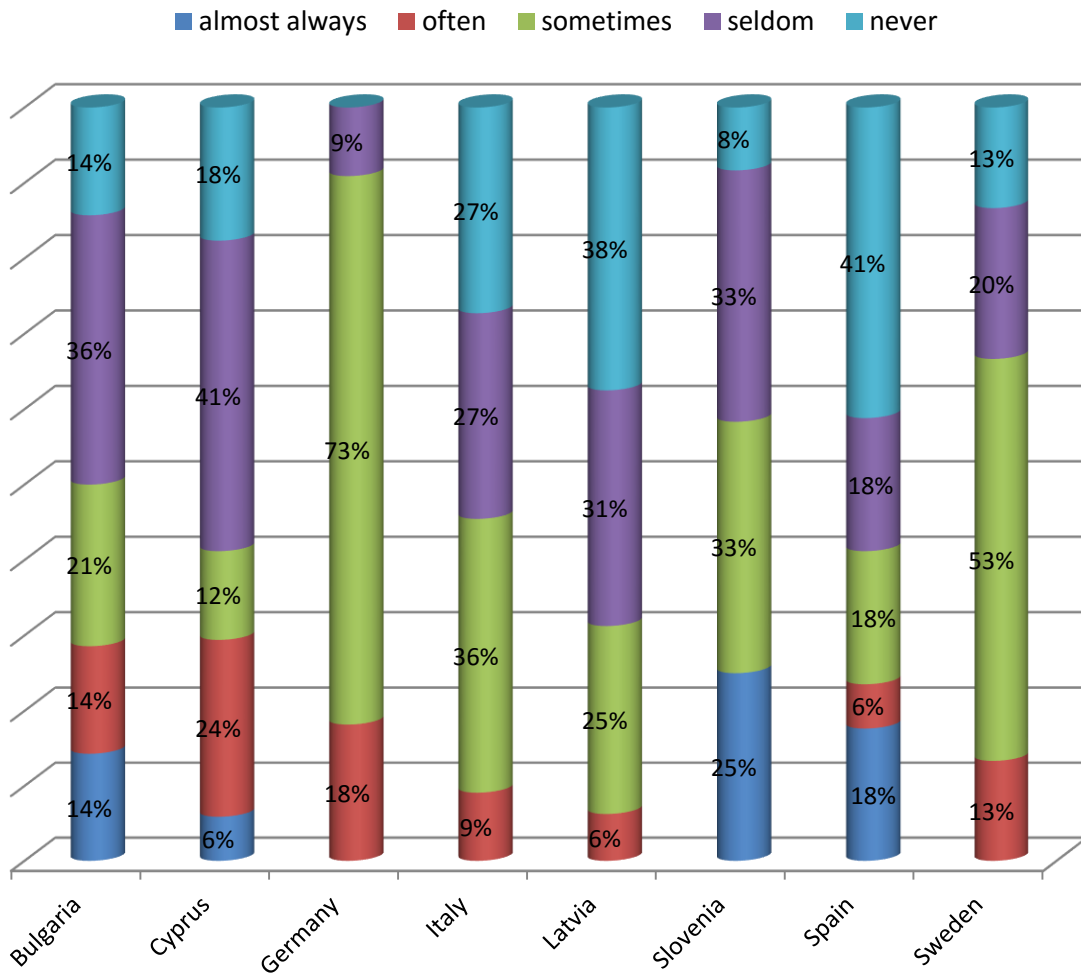
... monitoring contract compliance and execution



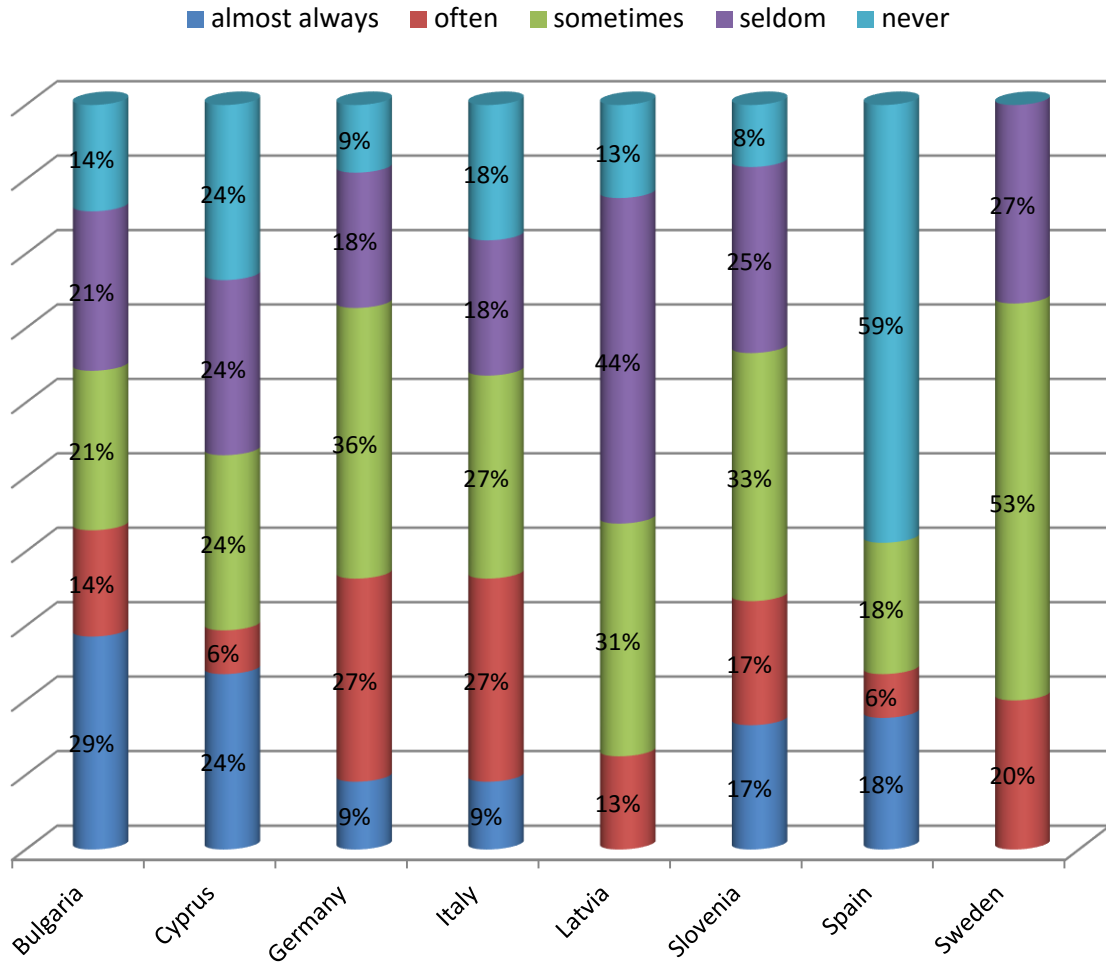
... carrying out market analysis



... using life-cycle costing (LCC)

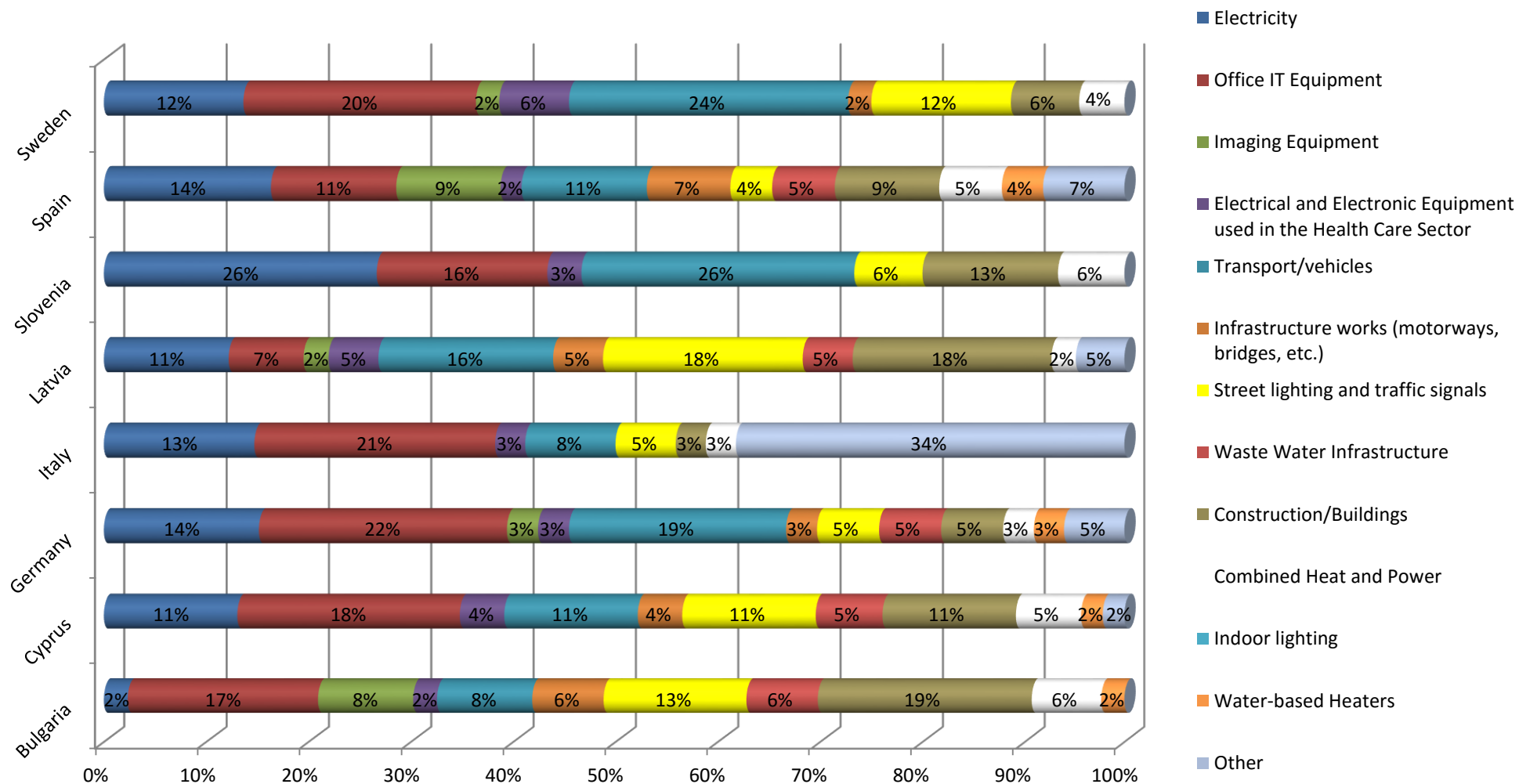


... calculating CO2 and energy savings



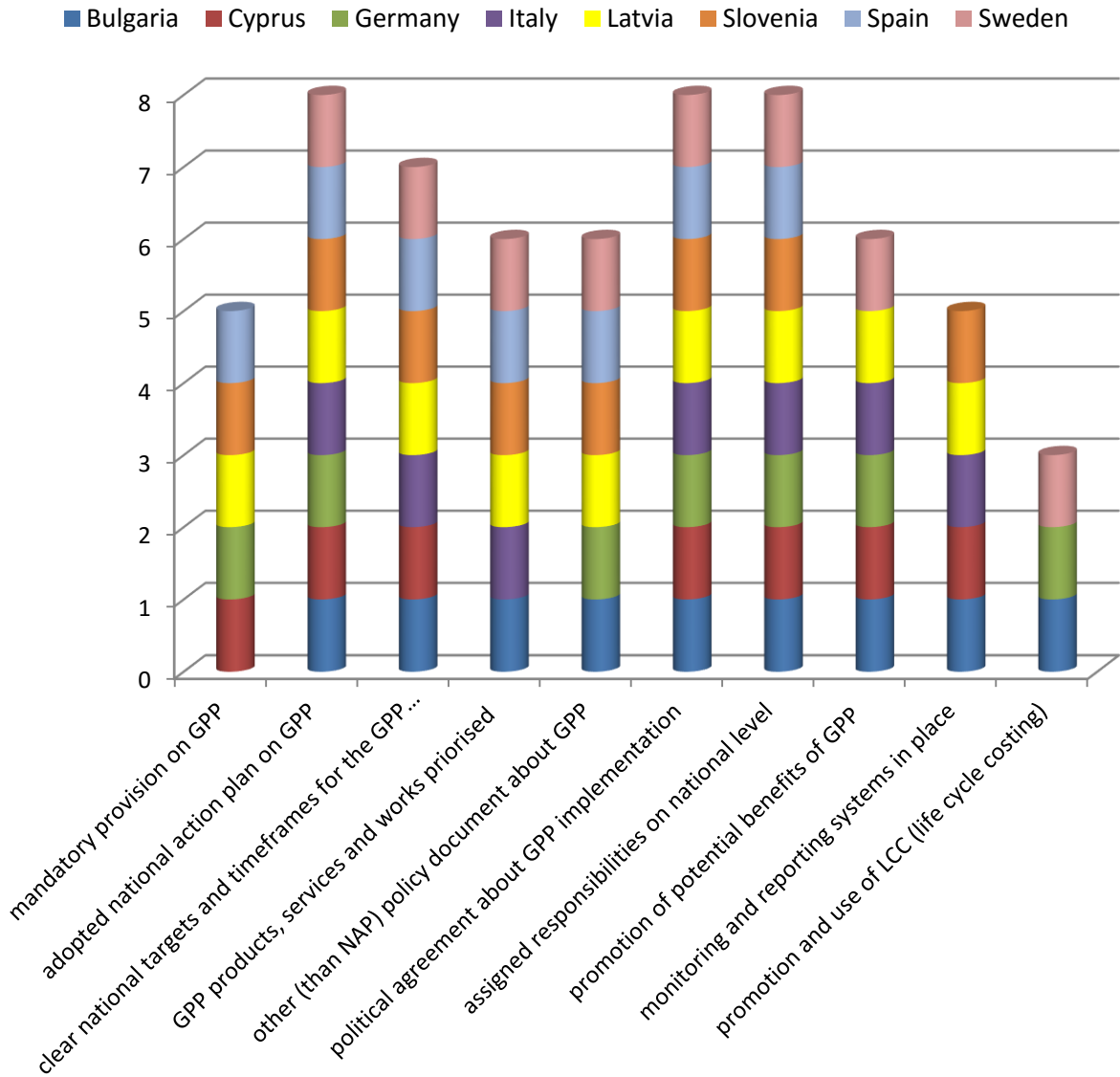


18. Listed below are some energy efficient products, services and works. For which of them did you prepare GPP contract in the last 3 years?

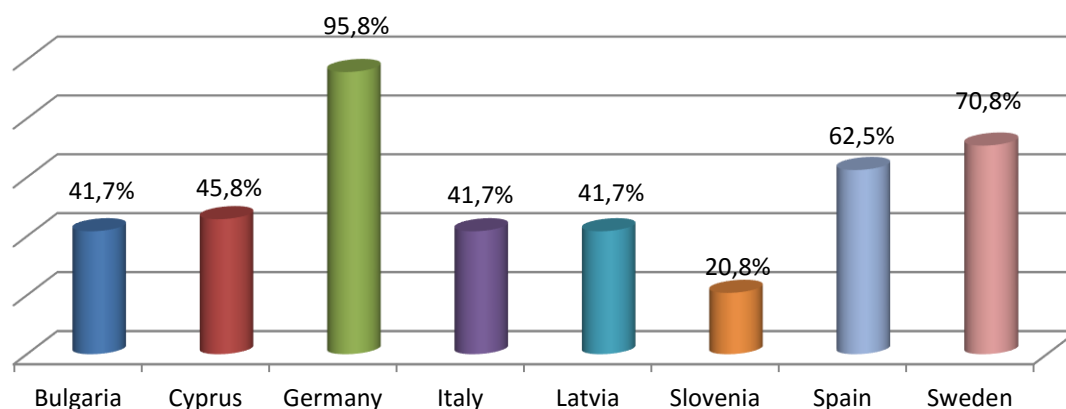


Questionnaire on implementing Green Public Procurement (GPP) for National Partners - Q2

GPP policy framework (YES answers)



National support activities



	BG	CY	DE	IT	LV	SI	ES	SE	Total YES
legal support from responsib. authority	YES	YES	YES	YES	YES	YES	NO	YES	7
GPP website	NO	NO	YES	YES	YES	YES	YES	YES	6
technic./exp. support for GPP criteria	YES	YES	YES	NO	NO	NO	NO	YES	4
regular updating of GPP criteria	YES	YES	YES	YES	NO	NO	NO	YES	5
regular newsletters about GPP	NO	YES	YES	NO	NO	NO	YES	NO	3
real assessment of needs	NO	NO	YES	NO	NO	NO	NO	NO	1
specialized publications about GPP	NO	NO	YES	YES	NO	NO	YES	NO	3
clear guidance and tools for GPP	YES	YES	YES	YES	YES	NO	YES	YES	7
GPP webinars	NO	NO	YES	NO	NO	NO	YES	YES	3
platform for exchange of best practices	NO	NO	YES	NO	NO	NO	YES	YES	3
helpdesk for procurers	YES	NO	YES	NO	NO	NO	NO	YES	3
helpdesk for suppliers	YES	NO	YES	NO	NO	NO	NO	YES	3
regular GPP training events	NO	NO	YES	YES	YES	YES	YES	YES	6
GPP networking and exchange events	NO	YES	YES	YES	YES	NO	YES	YES	6
specific working groups for GPP	NO	YES	YES	YES	YES	NO	NO	NO	4
tender models	NO	NO	YES	NO	YES	YES	YES	YES	5
green tender database	YES	NO	YES	NO	NO	NO	NO	NO	2
good practice exchange	YES	YES	YES	NO	NO	NO	YES	YES	5
pilot GPP projects	YES	YES	YES	YES	YES	NO	YES	YES	7
market analysis	NO	NO	YES	NO	NO	NO	NO	NO	1
online green products catalogue	NO	YES	NO	YES	YES	NO	YES	NO	4
CO2/energy saving calculator	YES	YES	YES	NO	NO	YES	YES	YES	6
life cycle costing (LCC) guidance	NO	NO	YES	NO	YES	NO	YES	YES	4
cost/benefit analyses of GPP	NO	NO	YES	NO	NO	NO	YES	YES	3
TOTAL	10/14	11/13	23/1	10/14	10/14	5/19	15/9	17/7	101
	41,7 %	45,8 %	95,8 %	41,7 %	41,7 %	20,8 %	62,5 %	70,8 %	52,6%



Task LEADER:

Local Energy Agency Pomurje (SLOVENIA)

Involved PARTNERS:



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