

Action F1.5 Application and monitoring of green procurement

DELIVERABLE F1.D4 **Green Procurement Guide**

Beneficiary Responsible: GRFU

Summary

As part of the integrated project LIFE-IP CEI Greece "Implementation of the Circular Economy in Greece" (LIFE18 IPE/GR/000013), Green Public Procurement (GPP) will be used for all equipment (such as computers, screens, etc.) and purchases of project consumables. In addition, the project will promote sustainable supply of food and catering services. The overall impact of these actions is expected to be quite significant due to the number of meetings, conferences, and seminars to be organized during the implementation of the project.

For the implementation of these actions, the Guide on Green Public Procurement is prepared to inform and support the LIFE-IP CEI-Greece project partners and any other interested organisations about the procedures required for the implementation of GPP. It is based on the 2016 "Handbook on Green Public Procurement", which was developed by the European Commission and it explains the main drivers behind the GPP and the environmental targets that the implementation of GPP serves. Apart from justifying the need for GPPs, the guide presents the relevant legislative framework, both at a national and a European level.

The guide goes on to explain all the different steps into the GPP procedures, as well as all the main concepts which are relevant, to create a better understanding for the whole process for the awarding authorities. It also examines:

- The selection procedures,
- The defining and requirements of the contract,
- The award procedures and
- The "Green monitoring" of the contract.

The Circular Public Procurement procedures are also introduced in this guide, as they set some additional criteria to promote the transition to a Circular Economy, which is one of the main objectives of the LIFE-IP CEI-Greece.

The Guide on Green Public Procurement goes on to analyse in detail the elementary criteria which are to be used in GPP, according to the European Committee's guidelines. Specific emphasis is



given to the categories of products and services which are expected to be purchased for the needs of the LIFE-IP CEI Greece project which are the following:

- Computers, monitors, tablets and smartphones
- Copying and graphic paper
- Food Catering services and vending machines
- Furniture
- Imaging Equipment, consumables, and print services
- Office Building Design, Construction and Management

Finally, the guide provides specific instructions on the implementation of the GPP procedures for the Beneficiaries of the project, as well as a GPP monitoring form template to register the process and serve as best examples or lessons learnt for future contracting procedures. The Annexes include a *Step by step GPP implementation guide* flyer, which provides a brief overview of the full guide and can be printed to hand out to events or public authorities. Also, a GPP implementation example is provided by GRFU which can serve as a blueprint for anyone concerned.

Additional to the positive environmental impact that the Guide on Green Public Procurement is expected to have within the framework of the LIFE-IP CEI Greece project, through the successful implementation of GPP procedures by the project beneficiaries, the guide will also be used as a dissemination tool. According to the National Action Plan for Green Public Procurement, all public authorities are expected to be implementing GPP procedures by 2023, thus the guide will be distributed by the MEEN and it will be promoted through all the dissemination outlets of the project (website, newsletter, social media, etc.) so that it can be used by anyone interested, further promoting the LIFE-IP CEI Greece project as well.