

Fourth semester

A19 - GPP Monitoring Guidelines

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INTRODUCTION

GPP monitoring can cover many aspects and can, based on how it is designed, help the organization / public body responsible for improving the GPP policy by intervening where the monitoring activity highlights critical issues, in a perspective of continuous improvement. The objective of monitoring is in fact the continuous improvement of the GPP policy, as a successful monitoring of GPP policies helps to enhance performance and get better results. On the other hand, early planning of a Monitoring System can help to better define the GPP policy objectives, lower costs and lessen technical or operational difficulties when deploying the system.

Above all, the configuration and effectiveness of a GPP Monitoring System depends on the focus and requirements of the relevant policies¹ and on the presence, as precondition, of both voluntary and compulsory labelling schemes for environmentally sustainable and/or energy efficient products in the market. In fact, activities, tools and objectives on GPP are interrelated and are connected to different contexts (both from the legislative point of view and from the production point of view) which partly determine which are the aspects to monitor.

The core of a GPP Monitoring System consists of a set of IT activities and tools that allow the monitoring a series of aspects which depend on the specific objectives that, for convenience, can be reported in four thematic areas (or general objectives): Environmental relief and cost savings; Market and/or SMEs transition; Level of expenditures on green products or services; Progress in institutional implementation of GPP.

As part of the GPP STREAM project, the goal regarding the monitoring is twofold:

- Monitoring of the GPP at institutional level (therefore all calls for tenders and funding - whatever the source of funding - that apply the GPP)
- Monitoring of GPP at the policy instrument level (only calls for tenders connected with the policy instrument)

¹ Rules and guidelines to boost environmental and economic policy implementation through public procurement can be inserted in a large range of policies, including: All-encompassing green procurement strategies (frequently including energy efficiency aspects; Green Growth (economic) policies; Policies for climate adaptation and/or mitigation; Policies promoting Energy efficient procurement; Product-specific policies (as the EC Regulation 106/2008); Other environmental and sustainability policies.

STATE OF THE ART

THE PRELIMINARY QUESTIONNAIRE

A Questionnaire was administered to the GPP-STREAM partnership in April. It aimed to obtain some preliminary information from Project Partners about the development status of their GPP monitoring systems, in order to adjust these Monitoring Guidelines.

The Questionnaire was structured in three sections.

- Section A was intended for Project Partners that manage/refer to National GPP plans (Romanian Ministry of Environment; Auvergne-Rhône-Alpes Energy Environment);
- Section B targeted Project Partners managing/referring to Regional Operational Programs or Rural Development Plans (Association of Municipalities of Ribera Alta Region; Autonomous Region Friuli-Venezia Giulia; Centre for Sustainability and Economic Growth; Lazio Region; North-East Regional Development Agency);
- Section C was intended for Project Partner that manage/refer to Municipal Operative GPP plans (Gabrovo Municipality).

Partners	Policy Instrument
1. Ministry of Environment (Romania)	Romanian National GPP Action Plan (Planul național de achiziții publice verzi)
2. Auvergne-Rhône-Alpes Energy Environment (France)	French National GPP Action (Plan National d'Actions pour les Achats Publics Durables)
3. Autonomous Region Friuli-Venezia Giulia (Italy)	Regional Operational Programme of Friuli-Venezia Giulia Region (ROP – ERDF 2014-2020)
4. North-East Regional Development Agency (Romania)	Regional Operational Programme of North-East Region (ROP – ERDF 2014-2020)
5. Centre for Sustainability and Economic Growth (Bulgaria)	Regional Operational Programme of South-Central Region (ROP – ERDF 2014-2020)
6. Association of Municipalities of Ribera Alta Region (Spain)	Regional Operational Programme of Valencian Region (ROP – ERDF 2014-2020)
7. Lazio region (Italy)	Rural Development Plan 2014-2020 PSR
8. Municipality of Gabrovo (Bulgaria)	The municipal development plan of Gabrovo Municipality 2014 – 2020

The questionnaires provided the following main findings:

- a) **Existence of a GPP Monitoring operating system.** As regards the existence of a GPP Monitoring operating system, if we exclude the national level reported by Auvergne-Rhône-Alpes Énergie Environnement and the Romanian Ministry of the Environment, among the remaining 6 partners operating at regional or local level only the 2 Italian regions have an ongoing GPP monitoring system. For the Lazio Region, on the other hand, the application of minimum Environmental Criteria (CAM) and their monitoring, as part of the Rural Development Plan, is quite complex and there are a number of caveats (evolving thanks to the Action Plan);
- i. As for the 4 partners who do not have GPP monitoring in progress (Association of Municipalities of Ribera Alta Region, Centre for Sustainability and Economic Growth, North-East Regional Development Agency, Municipality of Gabrovo), certainly for 3 of them there are no Environmental Criteria adopted / issued by the competent Ministry, even if the Contracting Stations in two of these cases adopt non-national Environmental Criteria;
 - ii. Among the partners in which a GPP Monitoring operating system is present, the aspects of GPPs monitored by at least 3 partners are reduced to 2 plus a specification of one of the two: "*Number of calls for tenders with mandatory and rewarding EC and amounts of tenders*" and the specification "*Calls for tenders and their amounts distinguished by categories of products and services*" and the other aspect "*Product / service / work categories with codified EC most used in tenders and financing*". All other aspects seem to be monitored by the Lazio region alone with the exception of one aspect that is not monitored by any partner ("Sub-regional calculations (GIS tools)");
 - iii. 3 out of 4 partners in which a GPP Monitoring operating system is present, plan to implement initiatives for the dissemination of the GPP approach in the next 2-4 years.
- b) **Data collection.** Data collection takes place in 3 out of 4 cases through the tender systems software and in one case (AURA-EE) with on-line questionnaires. Regarding the registration and collection of financial data it must be said that all three partners who register them use mandatory online forms;

- c) **Specific monitoring objectives.** The specific objective of the GPP Monitoring that has been more selected (6 partners) is "*Monitor the participation of businesses to Green Call to identify difficulties in participation*", followed by (4 partners) "*Monitor the reduction of the environmental impact and the use of resources in the green calls for products / services / work*" and by the objective "*Monitor how many calls are published with environmental criteria from all contracting stations*" with 3 partners.

Ministry of Environment (Romania)

In Romania GPP monitoring is carried out at national level by the National Authority on Public Procurements that is also the entity / subject responsible for monitoring. The Monitoring System has been designed with Contractors and it is approved by the law.

The Ministry of Environment, Waters and Forests, received on October 9, 2020, a notification from the part of the Joint Secretariat of the GPP-STREAM project regarding the validation of the Action to promote the implementation of the National Plan for GPP elaborated by the Ministry of Environment, Waters and Forests, as partner of the GPP Stream project. After the revision of the National Law on GPP there will be an operational monitoring system in accordance with the revised law².

Environmental Criteria were developed in a Working Group and included in a guide - Green Public Procurement Guide (Order nr. 1068/1652/2018) which includes the minimum requirements regarding the environmental protection for certain groups of products and services that are required at the level of technical specifications: copy paper and graphic paper, food and catering services, transport, cleaning products and services, office IT equipment. Many of contracting authorities already use Environmental Criteria. Up to now, the implementation of the monitoring system has been difficult and GPP-STREAM project will help to enhance the promotion of the GPP National Plan especially at local level and to create GPP hubs at local level.

² Law No. 69/2016 of April 25, 2016 on green public procurement stated at Art 6 "In order to implement the National Green Public Procurement Plan within the Electronic Public Procurement System, hereinafter referred to as SEAP, the SEAP operator fulfils the following attributions: [...] c) ensures the publication in SEAP of the completed VPA (*ndr: it is a form*) Report which ensures the monitoring of the fulfilment of the targets within the National Green Public Procurement Plan. Law No. 69/2016 of April 25, 2016 on green public procurement stated at Art 7 "In order to implement the National Green Public Procurement Plan, the contracting authorities have the following responsibilities: [...] c) completing the VPA Report with information on the green public procurement carried out through the SEAP system and through direct procurement, as well as the publication in the SEAP of the VPA Report until March 1 of the year following the one in which the monitoring was done.

Concerning data collection forms and tools, at the end of each year the electronic system of public procurement (SEAP, see Note 1) will generate a report (*Formularul APV*). Concerning the method for financial data registration and collection, it has not yet been found and specified.

Auvergne-Rhône-Alpes Energy Environment (France)

The French government has already published two versions of the GPP plan (PNAAPD) to "federate the actors and confirm France's willing in terms of sustainable public procurement"³. AURA-EE is mandated by the French Ministry to help him in the revision of its 3rd version plan (2020 - ...) and AURA-EE supports the French Ministry in this rewriting.

Regarding the Environmental Criteria, 6 guide books have been published by the Groupe (Permanent) d'Etude des Marchés « Développement Durable, Environnement » (GEM-DD) including: ecological products and services, timber and wood products, ecological paper, energy efficient services for building (heating and cooling), wood as a building material, environmental quality public buildings, textiles and office cleaning. The general guideline website⁴ including 36 product groups as Computers, printers, paper, food, textiles, furniture, office supplies, timber, cleaning services, waste management, gardening services, vehicles, eco-driving, transport, lightning.

Several tools have been developed by the SPP national action plan to evaluate and monitor SPP : « éco-responsibility » indicators, administrative audits, studies etc....It is mandatory, in the framework of procurements setting up, to insert sustainable development in the definition of needs. The 2008 PM guidelines on « Etat exemplaire » (exemplary State: public authorities leading by example) contains 12 (out of 20) SPP targets⁵. The other targets relate to environmental management, training etc. These guidelines are equipped with a monitoring system. Each sectoral target factsheet contains indicators that ministries have to regularly fill in. Every Ministry must report yearly on the progress

³ The second National Action Plan on Sustainable Public Procurement was adopted and published on March 2015.

⁴ http://www.minefi.gouv.fr/directions_services/daj/guide/gpem/table.html

⁵ Several specific administrative guidance were enacted so far:

- Prime minister guidelines (2005) for an exemplary State in regard to energy savings (n°5.102/SG);
- Prime minister guidelines (2008) for an exemplary State in regard to sustainable development (Official Journal, 12/02/2009) www.journal-officiel.gouv.fr/verifier/getpdf.php?fic=../publication/2009/0212/joe_20090212_0036_0004.pdf
- Prime minister guidelines (2009) relating to the real estate and buildings policy of the State

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towards the targets and the indicators⁶. A budget-neutral financial “bonus-malus” (reward-penalty) system is introduced in 2010 to reward the well-performing ministries and penalise the bad ones.

Regarding the aspects monitored it can be observed that calls for tenders contain mandatory or rewarding environmental criteria and their amounts distinguished by categories of products and services are monitored

No policy initiatives for the dissemination of the GPP approach are foreseen in the next 2-4 years. As regards data collection forms and tools, data are collected by the online questionnaires and financial data are recorded and collected by online compulsory forms.

Autonomous Region Friuli-Venezia Giulia (Italy)

In the Autonomous Region Friuli-Venezia Giulia GPP Monitoring is carried out at regional level; the subject responsible for monitoring is the Regional Central Directorate for environmental protection, energy, and sustainable development.

The regional GPP Monitoring System has been designed with the regional central contracting authority (CUC). A Monitoring System is not already contemplated in the policy instrument (POR ERDF) but an ad hoc survey about use of GPP was performed for the 2nd thematic evaluation report "Environmental sustainability" released in November 2018.

Minimum Environmental Criteria (CAM) are published by the competent Environment Ministry⁷ and adopted for 17 categories of supplied product and services. Contracting Stations are required by law to use Minimum Environmental Criteria as art. 34 containing "Energy and environmental sustainability criteria" of the Procurement Code (Legislative Decree 50/2016, amended by Legislative Decree 56/2017) which made EC use mandatory.

Regarding the aspects monitored it can be observed that:

- ✓ Italian public administrations use two main electronic procurement system (Consip⁸; MEPA⁹) plus regional ones if available. At regional level, since august 2019, Friuli Venezia Giulia Autonomous Region electronic procurement market system (*eAppalti*) contains, in the query masks, fields for monitoring green tenders. All these 3 systems monitor the number of calls

⁶ In the Grenelle 1 law, the article 48 about the responsibility of the administration sets out legal objectives concerning: vehicles, dematerialized communication technology, sustainably managed wood, organic and sustainably-made food, the development of car-sharing transportation, and the making of a carbon footprint on the State buildings.

⁷ <https://www.minambiente.it/pagina/i-criteri-ambientali-minimi>. In Italy, the effectiveness of environmental criteria has been ensured thanks to art. 18 of Law 221/2015.

⁸ A joint-stock company, 100% owned by the Ministry of Economy and Finance, which offers administrations e-Procurement tools for the management of their purchases.

⁹ Electronic Market for Public Administration for tender under 40.000,00 Euro.

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- for tenders containing mandatory and rewarding environmental criteria and the related amounts of the tenders;
- ✓ in the regional Monitoring system “eAppalti” calls for tenders (and their amounts) are distinguished by categories of products and services;
 - ✓ in 2019 the monitoring procedure of products /services /works categories with codified EC most used in tenders and financing has been set up and data will be realised in the current year.

Concerning the policy initiatives for the dissemination of the GPP approach that are implemented or will be implemented in the next 2-4 years it can be said that the next RAP for GPP (2021-2023) will include many different initiatives, among others training, pilot action, events, dissemination.

As regards data collection forms and tools, data are collected by the electronic tendering systems mentioned above and financial data are recorded and collected by online compulsory forms.

North-East Regional Development Agency (Romania)

At present, no regional GPP monitoring system is present in the North-East Region¹⁰. At national level, the Ministry of Environment, Waters and Forests, received on October 9, 2020, a notification from the part of the Joint Secretariat of the GPP-STREAM project regarding the validation of the Action to promote the implementation of the National Plan for GPP elaborated by the Ministry of Environment, Waters and Forests, as partner of the GPP Stream project. After the revision of the National Law on GPP there will be an operational monitoring system in accordance with the revised law¹¹.

North-East RDA as intermediary body for ROP 2014-2020 that implements the monitoring is an involved stakeholder, in the framework of GPP-STREAM project, in the set-up of a GPP monitoring system for the ERDF funded projects involving 5 municipalities. The set-up process foresees the creation of a consultative group of experts of the agency with the mission to analyse the actual checklist of the procedure for awarding public procurement contracts.

¹⁰ There are eight development Regions on the Romanian territory. The development Regions are not administrative-territorial units and have no legal status. The Regional Development Agencies are the executive bodies of the Regional Development Councils of the Development Region. Regional Development Agencies develop strategies, attract resources, identify and implement financing programmes and offer services for stimulating sustainable economic development, partnerships and entrepreneurial spirit. (<https://portal.cor.europa.eu/divisionpowers/Pages/Romania.aspx>)

¹¹ See note 1.

The use of EC is patchy as their application is not mandatory. Some contracting authorities, even if the procurements do not have the official name of GPP, use green criteria in their public procurements for some groups of products and services (copy paper and graphic paper, food and catering services, transport, cleaning products and services, office IT equipment).

Centre for Sustainability and Economic Growth (Bulgaria)

In the South-Central Bulgaria Region, no GPP Monitoring system is implemented (as it is, in general, at the regional level)¹². At national level, the former action plan for GPP has been developed, covering the period till the end of 2014.

As states the National Strategy for Development of the Public Procurement Sector in Bulgaria, 2014-2020: “Observations made on its performance show, as a major weakness, the not very clear definition of product groups indicating the areas in which the state has an interest, resources and opportunities to develop green procurement. Important for the effective implementation of policies in this area is the fact that at the moment green products are more expensive than their conventional rivals are. Recognizing the significance of the problem and the need to intensify the process, the strategy contains a specific measure to accelerate the development of green public procurement.”

However, the National Strategy for Development of the Public Procurement Sector in Bulgaria, 2014-2020 contains no measures for policy instruments managers or for monitoring aspects.

At the moment Environmental Criteria are not published by the competent Environment Ministry, even if energy efficiency requirements for awarding a public procurement for 5 priority product groups are in force (office IT equipment, air conditioning and ventilation, white goods, office lightening and public street lightening, motor vehicles.); the rules are set in the Energy Efficiency Act.

According to the lately published practical handbook for GPP, the National Procurement Agency advices all procurement administrations to focus on 12 product categories that are considered with great “green” potential in the forthcoming 5-year period¹³.

¹² The region is an administrative territorial unit for the conduct of a regional policy, the implementation of state governance on a local level, and the ensuring the concurrence of national and local interests (Constitution, Art. 142). The region is governed by a regional governor appointed by the Council of Ministers and is aided by a regional administration. He ensures the implementation of the State's policy, the safeguarding of the national interests, law and public order, and exercises administrative control (Constitution, Art. 143).

<https://portal.cor.europa.eu/divisionpowers/Pages/Bulgaria-Introduction.aspx>

¹³ The purpose of the handbook is to assist Bulgaria in its efforts to impose Green procurement as a practice, through promotion awareness of the benefits of green procurement, exchange of good practices and assistance to public
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Association of Municipalities of Ribera Alta Region (Spain)

The Association of Municipalities of Ribera Alta Region (MANRA) has not developed a monitoring system for GPP so far. At national level, a monitoring through a questionnaire of the National Action Plan has been conducted during 2010 and 2011¹⁴. The Second report on the State of GPP in the General Administration of the State asseverate broad levels of compliance with targets and objectives set in the GPP NAP (2008-2015).

As for the Autonomous Communities level, in the Basque Country an annual monitoring on the state of implementation of the Government agreement is carried out. A specific pilot project based on the EU monitoring study with 7 public administrations was conducted in 2009.

Concerning the Local Entities level, Barcelona is a pioneer city in monitoring its GPP achievements following the main indicators proposed by the CE on its "Collection of statistical information on GPP in the EU". 96% of the expenses and 71% of the tenders of the priority product groups include green criteria (paper, cleaning services, IT equipment, transport, furniture, electricity, food and catering services, textiles and gardening products and services). In addition, some of the economically most important contracts also include environmental clauses, such as the waste collection and urban cleaning services, traffic lights, outdoor lighting, or fountain maintenance.

Lazio region (Italy)

In the Lazio Region Monitoring is carried out at regional level; the system responsible for procurement is the SITARL - Telematic Information System Procurement of Lazio Region, while the subject responsible for monitoring is ANAC- National Anti-Corruption Authority by SIMOG - Tender Monitoring Information System.

The national GPP Monitoring System has been designed with the Contracting Stations (CUC). A GPP Monitoring System is not already contemplated in the policy instrument (Rural Development Plan)

contracting authorities and to businesses, through development of a practical tool on the use of environmental criteria in the award process.

¹⁴ The results of these monitoring are available at: <http://www.marm.es/es/ministerio/planes-y-estrategias/plan-de-contratacion-publica-verde/default.aspx>.

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but each Managing Authority sends the Commission an annual report by 30 June on the state of implementation of the program for the previous calendar year¹⁵.

Minimum Environmental Criteria are published by the competent Environment Ministry¹⁶ and adopted for 17 categories of supplied product and services. Contracting Stations are required by law to use Environmental Criteria as art. 34 containing "Energy and environmental sustainability criteria" of the Procurement Code (Legislative Decree 50/2016, amended by Legislative Decree 56/2017) which made EC use mandatory.

Regarding the aspects monitored it can be observed that:

- ✓ Italian public administrations use two main electronic procurement system (Consip¹⁷; MEPA¹⁸) plus regional ones if available. All these 2 systems monitor the number of call for tenders containing mandatory and rewarding environmental criteria and the related amounts of the tenders;
- ✓ in the two main national electronic procurement systems calls for tenders (and their amounts) are distinguished by categories of products and services;
- ✓ two main national electronic procurement system allows for: the monitoring, by LCA or LCC (direct and indirect costs), of environmental and economic benefits of integrating GPP into tender procedures and funding notices; award rate for tenders in which environmental criteria are present; product/service/work categories with codified EC most used in tenders and financing.

Policy initiatives for the dissemination of the GPP approach are implemented and will be implemented in the next 2-4 years. As regards data collection forms and tools, data are collected by the electronic tendering systems mentioned above and financial data are recorded and collected by online compulsory forms.

¹⁵ There are monitoring tables in the Report that include quantitative information based on common output and result indicators. It is possible to monitor the funding measure that if it is linked to green farm priorities (it is not an Environmental Criterion, but it is a similar indicator).

¹⁶ <https://www.minambiente.it/pagina/i-criteri-ambientali-minimi>. In Italy, the effectiveness of environmental criteria has been ensured thanks to art. 18 of Law 221/2015.

¹⁷ A joint-stock company, 100% owned by the Ministry of Economy and Finance, which offers administrations e-Procurement tools for the management of their purchases.

¹⁸ Electronic Market for Public Administration for tender under 40.000,00 Euro.

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Municipality of Gabrovo (Bulgaria)

At present, no GPP monitoring is being carried out by the Municipality of Gabrovo on procurement processes and on performance contracts.

At national level the Action Plan 2014-2020, related to the National Strategy for Development of the Public Procurement Sector in Bulgaria 2014-2020, includes as a measure the elaboration of Guidelines on GPP (in progress). Monitoring of the implementation of the NAP shows that targets have not been achieved but there are positive results for GPP criteria implementation on paper.

Concerning Environmental Criteria adopted it can be said that energy efficiency criteria have been developed for 5 priority product groups: office IT equipment, air conditioning and ventilation, white goods, office lightening and public street lightening, motor vehicles¹⁹.

¹⁹ When awarding a contract for the supply of vehicles of categories M1, M2, M3, N1, N2 and N3 of the Road Traffic Act, contracting authorities are obliged to take into account the energy aspects and the environmental impact throughout the life cycle of the vehicles. means that include at least the requirements for: a) energy consumption; b) carbon dioxide (CO₂) emissions; c) emissions of nitrogen oxides (Nox), non-methane hydrocarbons (NMHC) and particulates.

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CRITERIA FOR THE DESIGN AND IMPLEMENTATION OF THE MONITORING SYSTEM

In general, two operational situations can arise in the design phase of a GPP monitoring system. The first sees the design of the monitoring system at the same time as the GPP policy. The second sees the design of the monitoring system following the policy design phase.

In the first scenario policies should hopefully be designed from a monitoring perspective.

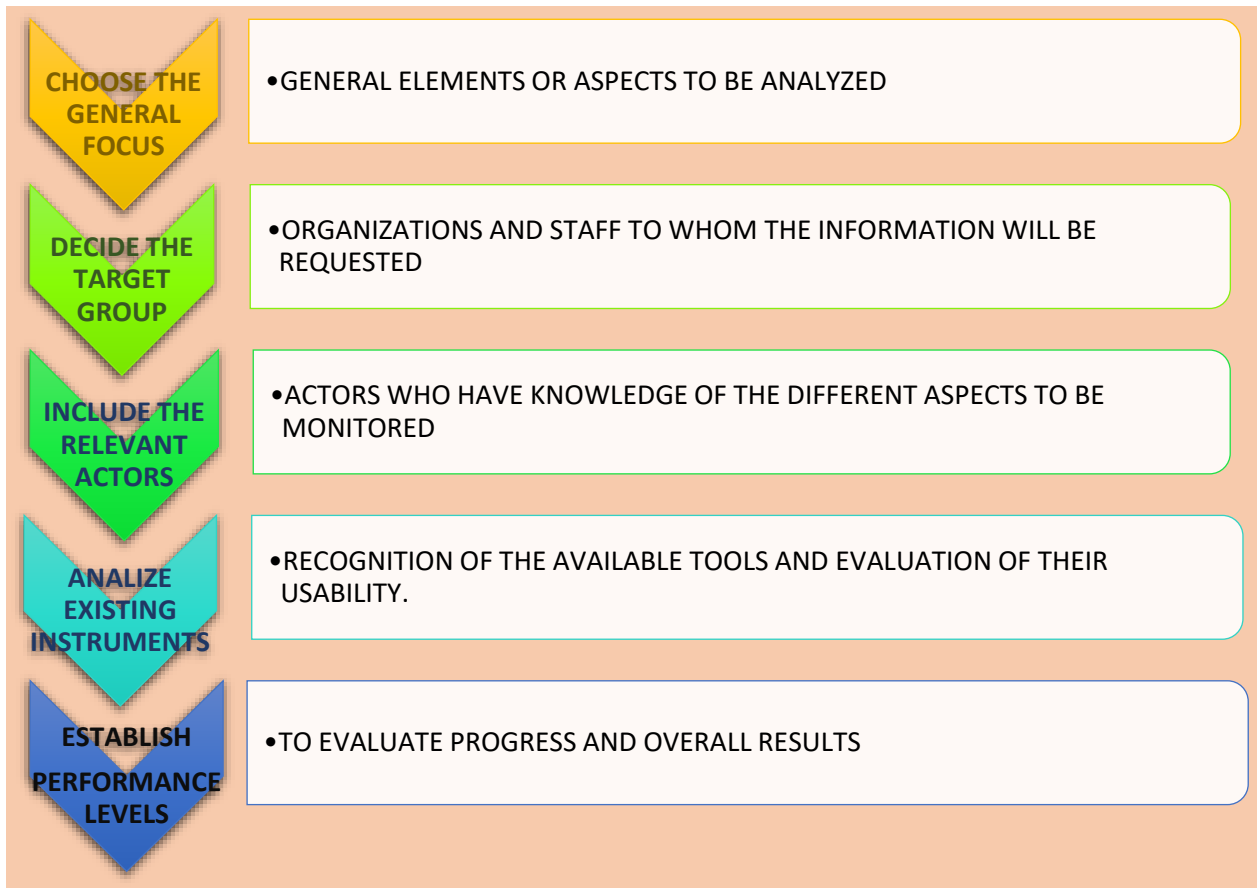
This means: a) to consider how GPP is going to be monitored during the policy development in order to identify measurable objectives (in a cost-efficient manner) and prevent monitoring difficulties to appear at a later stage; b) to embed monitoring obligations in policy statements to strengthen commitment and offer some leverage for the foreseen monitoring Agency. These might possibly consist of indications on frequency, targeted authorities, data required, etc.; c) to ensure governance by choosing a monitoring Agency with an adequate amount of control or authority to maximize response; d) to involve all relevant stakeholders (especially procurement units) in the first phase to build consensus around policy objectives to be identified and avoid the gap between policy development and implementation; e) to consider the presence of incentives/ benefits linked to GPP reporting, especially when compliance to policies is on a voluntary basis or the approving organization has fairly restricted jurisdiction over other administrations, so there is a risk for a low response rate leading to unrepresentative indicators. These incentives might be economic and/or reputational incentives as well as direct support to the greening of tenders, training activities, complex calculation of environmental impacts reduction, etc.).

In the second (most common) scenario, the main aim of a Monitoring System for a given policy is to trace progress against a set of targets and commitments, in order to evaluate results and impacts attained and plan further helpful measures to improve results. The type of Monitoring System used will depend on the following elements:

- predetermined targets and commitments linked to environmental or institutional or market aspects constituting the general objective;
- prescriptions established at the policy level (e.g. if specified product groups, often linked to Environmental Criteria, have been already selected at policy level);

- the information tracking systems employed by authorities who are subject to monitoring (e.g. if they have a central procurement system or not, etc.).

To outline the specific Monitoring System the tasks summarized in the following figure have to be done, notably when policies are less strict:



Source: Monitoring and Evaluation Guide of GPP Programs, March 2013, ECOInstitut Barcelona

To create a Monitoring System at the same time precise and representative, but not too complicated or onerous, relevant actors (as Contracting Stations) should be involved at the planning phase when realizing the Monitoring System (that might include - depending on the specific monitoring system - procurement, finance or facility managers). In order to incorporate, as much as possible, the Monitoring System into existing workflows and tools (especially when monitoring actual GPPs), an initial analysis about the of instruments already in operation should as well be conducted.

After the collection of this initial knowledge, the specific Monitoring System should be developed.

GENERAL AND SPECIFIC OBJECTIVES

The large array of policies using Public Procurement as a tool has led to a variety of approaches to monitor GPP, directly related to general policy objectives. The general objectives (linked to the GPP policies) of GPP Monitoring Systems relate to Environmental/Institutional/Market aspects.

In the table below four objectives are listed and they mostly exhaust the set of possible approaches. Each of them presents some limitations and barriers that will delimit the subsequent development phases of the monitoring system. A Monitoring System could be designed to monitor more than one of these objectives; in this case, elements from different approaches should be combined.

Environmental/Institutional/Market aspects to monitor
A. Monitoring GPP Implementation in Public Organizations /Institutions
B. Monitoring the Level of Procurement of Green Products
C. Monitoring the Environmental Benefits of GPP
D. Monitoring Market Development as increased availability of green products and services

As regards the specific preferential objectives of the monitoring system, the GPP Project Partners indicated in the questionnaire, as the first two choices, the specific objectives illustrated in the following table. For each specific objective, the corresponding general objective is reported.

SPECIFIC OBJECTIVES OF THE MONITORING SYSTEM

Ministry of Environment (Romania)	<ul style="list-style-type: none"> ✓ Monitor environmental benefits in terms of reducing CO2 equivalent emissions (C) ✓ Monitor the reduction of the environmental impact and the use of resources in the Green Calls for products / services / works (C)
Auvergne-Rhône-Alpes Energy Environment (France)	<ul style="list-style-type: none"> ✓ Monitor the participation of businesses to Green Calls to identify difficulties in participation (D) ✓ Monitor the reduction of the environmental impact and the use of resources in the Green Calls for products / services / works (C)
Autonomous Region Friuli - Venezia Giulia (Italy)	<ul style="list-style-type: none"> ✓ Monitor how many calls are published with environmental criteria from all contracting stations (B) ✓ Monitor the participation of businesses to Green Calls to identify difficulties in participation (D)

North-East Regional Development Agency (Romania)	<ul style="list-style-type: none"> ✓ Monitor how many calls are published with environmental criteria from all contracting stations (B) ✓ Monitor the participation of businesses to Green Calls to identify difficulties in participation (D)
Centre for Sustainability and Economic Growth (Bulgaria)	<ul style="list-style-type: none"> ✓ Monitor environmental benefits in terms of reducing CO2 equivalent emissions (C) ✓ Monitor the reduction of the environmental impact and the use of resources in the Green Calls for products / services / works (C)
Association of Municipalities of Ribera Alta Region (Spain)	<ul style="list-style-type: none"> ✓ Monitor the participation of businesses to Green Calls to identify difficulties in participation (D) ✓ Monitor the reduction of the environmental impact and the use of resources in the Green Calls for products / services / works (C)
Lazio region (Italy)	<ul style="list-style-type: none"> ✓ Monitor how many calls are published with environmental criteria from all contracting stations (B) ✓ Monitor the participation of businesses to Green Calls to identify difficulties in participation (D)
Municipality of Gabrovo (Bulgaria)	<ul style="list-style-type: none"> ✓ Monitor the participation of businesses to Green Calls to identify difficulties in participation (D) ✓ Monitor the reduction of the use of resources in the Green Calls (products / services / works) (C)

Source: A19. Elaboration of GPP Monitoring Guidelines - Questionnaire to the partners of the GPP Stream project (see Appendix)

KEY PERFORMANCE INDICATORS

To assess the success of a Monitoring System, KPIs must be identified to monitor improvements. For the aforementioned policy objectives, a series of Key Performance Indicators can be suggested:

Spec. Obj. Monitor how many calls are published with environmental criteria from all contracting stations

- a) Total and/or % of green tenders and/or products procured (in units or amounts). How many calls for tender published by the organization contain mandatory and rewarding environmental criteria (absolute numbers or %) and what are the amounts of these tender procedures, broken down by product categories, services and works; in addition to calls for tenders, regional calls for the assignment of funding (as in ROPs and RDPs) to entities and businesses can also be monitored.
- b) Number of provinces (NUTS3) and municipalities (NUTS4) apply environmental criteria. On the basis of the data that emerge from the monitoring activity referred to in letter a), territorial assessments can then be made (how many municipalities apply the environmental criteria, in which provinces, if there are territories lagging behind on the application of the GPP etc.)..

Spec. Obj. Monitor the reduction of the environmental impact and the use of resources in the Green Calls for products / services / works

- a) Reduction of energy and water consumption. To estimate the environmental and economic benefits of integrating GPP to tender procedures and funding notices through a calculation based on the analysis of the Life Cycle Analysis (LCA), which indicates the reduction of environmental impacts and the use of resources compared to calls for tenders without environmental criteria ("conventional" products / services / works);
- b) Reduction of waste generated
- c) Life-Cycle Cost savings. To estimate savings through a calculation based on the analysis of the Life Cycle and the Cost Cycle, which indicates the reduction of direct and indirect costs (LCC) throughout the life cycle of the product / service / work and indicating the reduction of environmental impacts and the use of resources (LCA) compared to calls for tenders without environmental criteria ("conventional" products / services / works);

Impacts can be calculated during the utilization phase or production phase of the product or service. For example an indicator of environmental relief could be a ratio between energy, water consumed or waste generated during the production/delivery of a product/service EC-compliant and energy, water consumed or waste generated during the production/delivery of a product/service non EC-compliant. The same approach could be used in the utilisation phase; for example, concerning energy efficient products or water-saving devices, the estimated reduction of water, hot water, and electricity consumption during use could be calculated versus non EC-compliant products or devices.

Spec. Obj. Monitor the participation of businesses to Green Calls to identify difficulties in participation

- a) Award Rates and FAQs. It is also possible to evaluate the award rate of tenders with environmental criteria to understand if the market responds adequately to the demand for products and services with low environmental impact (it is also possible to monitor the FAQ during the tender phase by the participating companies to understand what are the difficulties in participating in this type of calls);

Gen. Obj. Monitoring GPP Institutionalization in Organizations

- a) Number of policy initiatives for GPP dissemination. Another thing that can be monitored are the policy initiatives for the dissemination of GPP that the organization has created / will implement in the next two years (training of officials, responsibilities allocated, processes adapted, forums, etc.).

Gen. Obj. D. Monitoring Market Development as increased availability of green products and services

- a) Product categories with EC most used in tenders. In the case of countries that have adopted Environmental Criteria, it is possible to monitor which product or services categories with EC are most used in tenders and financing calls, to understand which are the productive sectors in which public demand is most large and therefore constitutes a critical mass capable of

triggering investments by companies for reconversions towards the production of products/services with low environmental impact;

b) Market share of selected green products or services

c) Number of environmentally certified products or services

DATA SOURCES

Different categories of Key Performance Indicators need distinct kinds of data sources. We will focus on the data sources connected to the KPIs in turn linked to the specific objectives indicated by the project partners in the first questionnaire administered by email in April.

Total and/or % of green tenders and/or products procured (in units or amounts)

The main sources of data to calculate (estimate) this indicator are:

- Centralized Online Product Catalogues
- Contract Estimates based on Tenders
- Internal financial system
- Reports of Suppliers
- Tenders
 - Electronic Tendering Systems
 - Individual Tenders
 - Tender Publishing Platforms

The system quantitatively monitoring the level of green procurement should use data sources that are directly available and need the input of a minimum number of people, in order to reduce errors as much as possible, cut out bias and to take less time for the organization as a whole.

Each type of data source, relative to its use, has positive and negative aspects.

If centralized online products stores/catalogues are used as source, information is easily available at internal level and, if correctly programmed, these catalogues produce accurate data on purchased quantities of green products (in economic and physical units). Moreover, data, can be analysed centrally without requiring each organization to report.

If contract estimates based on the tender are used as source the internal information is readily available and tracking does not involve data entry by staff. However, these estimates cannot supply data on products within service contracts and in some cases, estimates are not available at all.

If an internal financial system (IFS) is the main source of data, it can be observed that information is available at internal level. Moreover, IFS supply reliable expenditure data and allows integration with internal audits. However, an IFS is often not fitted to trace GPP in physical units, as an IFS normally

track only expenditure and this adaptation will require a significant investment. Another issue is that data entry phase is carried out by several people and this can generate errors, so that an investment on training is needed.

If the reports of (products and services) suppliers are the main source of data, the delivery of data is a duty of vendors. Reports usually provide reliable data on purchased quantities, values, and green features of products and services; moreover, suppliers' reports represent the only way to trace products procurement in service contracts. The disadvantage of this data source is that it can be demanding (let say time consuming) and , to be guaranteed, the tracking of the data has to be foreseen and explicitly requested in the procurement contracts.

Number of provinces (NUTS3) and municipalities (NUTS4) apply environmental criteria

The main sources of data to calculate (estimate) this indicator are the same of the previous indicator but they need to be integrated with Geographic Information System (GIS) tools, in case these systems are available and operational.

Reduction of energy and water consumption

The main sources of data to calculate (estimate) this indicator are:

- Energy and Water Consumption Figures and Statistics
- Product inventories
- Product classification/labelling (particularly for energy consuming products)

Reduction of waste generated

The main sources of data to calculate (estimate) this indicator are:

- Waste Generation Figures and Statistics
- Product inventories
- Product or Services classification/labelling

Life-Cycle Cost savings

The main sources of data to calculate (estimate) this indicator are:

- Environmental Input-Output (EIO) data²⁰
- LCA Databases and Product inventories (data on materials extraction, processing and manufacturing, product use, and product disposal)²¹

Number of policy initiatives for GPP dissemination

The main sources of data to calculate (estimate) this indicator are:

- Interviews
- Direct Examination of Plans and Procedures
- Status Review Questionnaires

Market share of selected green products or services

The main sources of data to calculate (estimate) this indicator are:

- Market Analysis and Data, Sectoral Studies

Number of environmentally certified products or services

The main sources of data to calculate (estimate) this indicator are:

- Eco-Label Catalogues and Databases

²⁰ Economic Input-Output Life Cycle Assessment

²¹ Life Cycle Data Network-ILCD; ESU World Food LCA Database; NEEDS Life Cycle Inventory Database; PSILCA –database for Social Life Cycle Assessment (S-LCA); EuGeos' 15804-IA; ecoinvent 3.6 Database; ÖKOBAUDAT ecc.
Author: Friuli-Venezia Giulia Autonomous Region; FONDAZIONE ECOSISTEMI

SPECIFICATIONS OF GPP STREAM PARTNER MONITORING SYSTEMS

Once the objective (or objectives) has (have) been identified, several facets must be considered and decisions made in order to specify a Monitoring System of GPP.

The first decision relates to the approach to be chosen. The Monitoring System will concentrate on tenders (procurement plans), on actual green products acquisitions (purchases and contracts) or both? If the identified objective relates to the reduction of environmental impacts, it must be decided on which key environmental characteristics and phases of the life cycle (production, use, end-of-life) to focus.

A second choice to be made relates to the Key Performance Indicators to measure.

Another relevant decision concern the extent of the monitoring as all the products/procurements/ can be monitored or a group of prioritized products or purchases above a specified threshold. If the identified objective relates to market and business transition, it could be wise to consider products categories where public procurement has (or will have thanks to incoming rules) a relevant market share.

An additional decision regards the Environmental Criteria to apply: this choice assumes different characteristics if the ECs have been developed by national competent authorities or are external ECs.

The “last but not least” decision relates to the data collection and the information sources to use. For example, in case the identified objective of the Monitoring System relates to the reduction of environmental impacts, it must be decided if it is more feasible to use proxy evaluations than real data, the tracking of which can be onerous and demanding.

Each GPP-STREAM partner and in general the contact persons for the design of a GPP monitoring system should explain, better in the form of a Project Sheet, how he intends to organize the monitoring system. The project sheet should be drawn up using also the information provided and the considerations made in the previous chapters and should be rather concise, not exceeding two pages.

The first point that should be addresses relates to Environmental/Institutional/Market aspects to monitor. The general objective (linked to the GPP policy) of the GPP Monitoring System should be

indicated. In the table below you can see four objectives mostly exhausting the possible choices even if it is in general possible to identify another general objective.

Environmental/Institutional/Market aspects to monitor
Monitoring GPP Institutionalization in Organizations
Monitoring the Level of Procurement of Green Products
Monitoring the Environmental Benefits of GPP
Monitoring Market Development as increased availability of green products and services

The second point that should be addressed, already illustrated in the previous chapter “Criteria for the Design and Implementation of the Monitoring System”, concerns the Specific Monitoring objectives. No more than 2 specific objectives should be indicated in order of relevance and only those that will be effectively and directly pursued with the GPP Monitoring System. The objectives in question should have already been indicated in the questionnaire distributed in April (A19 - Questionnaire for Monitoring Guidelines, question 12, See Appendix).

A third aspect that should be illustrated relates to the (planned or actual) Monitoring Form (see some examples at the end of this paragraph) and the relevant Fields / contents. The project partners should briefly describe the monitoring form and its function (e.g.: the online form allows public organizations to manually enter procurement information), the main sections and most relevant fields (e.g.: the fields to be reported are: 1) Expenditure in each of product groups; 2) The number of units purchased; 3) etc.) If the project partner consider it useful and easier, an image and /or outline of the form (if available) can be attached.

A fourth point that should be addressed concern the monitoring form-filling modalities. It should be described how the person / body responsible for the management of each tender send the relevant data to the monitoring manager/structure responsible for the GPP monitoring²². It is therefore necessary to briefly describe how the flow of information is organized and managed. For example, the form could be associated with a Tender Identification Code and/or a Project Code and all Contracting Stations should fill it in for each tender (also with the data relating to the Contractor).

A fifth aspect that should be illustrated relates to the Technical / IT aspects. Project Partners should describe the main technical and IT characteristics of the planned GPP monitoring system.

In particular, the following elements should be concisely indicated and described:

a) data sources

²² In Italy, for example, it is a single natural person for the phases of design, assignment, execution.
Author: Friuli-Venezia Giulia Autonomous Region; FONDAZIONE ECOSISTEMI

Procurement of green products	
Centralized online products stores/catalogue	
Contract estimates based on the tender	
Internal financial system	
Suppliers' reports	
Green tenders	
Electronic tendering systems	
Individual tenders	
Tender publishing platforms	

- b)* the data collection system (Staff surveys, Vendors reports, Tenders platforms, etc.)
- c)* tools/software to facilitate data analysis and reporting (also name / brand if available)

EXAMPLES OF MONITORING BOARDS

Public Administration purchasing monitoring form						
Category of supply and assignment	Environmental Criterium Reference	Specifications	No purchases / assignments	Incurred Expenditure	No purchases / assignments with EC	Expenditure incurred for purchases with EC
Interior furnishings	M.D. 11/01/2017, O.G. n.23, 28/01/2017	<i>Supply</i>				
		<i>Rental services</i>				
		Total	0	€	0	€
Office computer equipment	M.D. 13/12/ 2013, O.G. n.13, 17/01/ 2014	<i>Purchase, rent or lease of laptops</i>				
		<i>Purchase, rent or lease of Desktop PC</i>				
		<i>Purchase, rent or lease of printers</i>				
		<i>Purchase, rent or lease of multifunctional equipment</i>				
		Total	0	€	0	€
Rifiuti urbani	M.D. 13/02/2014, O.G. n. 58 11/03/ 2014	<i>assignment of the municipal waste management service</i>				

Public Administration year aggregate purchases monitoring form

Category of supply and assignment ²³	Environmental Criterium Reference	Specifications	No procedures carried out ²⁴	Incurred expenditure ²⁵	No procedures carried out with EC	Economic value of procedures with EC	No regional bodies that have joined the procedure	No local bodies that have joined the proc.
Building	M.D. 11/10/ 2017, O.G. n. 259, 6/11/ 2017	Assignment of design services and works for the construction, renovation and maintenance of public buildings						
Public lighting (supplies and design)	M.D. 27/09/ 2017, O.G. n. 244, 18/10/ 2017	Acquisition of light sources for public lighting						
		Acquisition of public lighting fixtures						
		Entrusting the design service for public lighting systems						
		total	0	€	0	€		
Public lighting (service)	M.D. 28/03/ 2018, O.G. n. 98, 28/04/ 2018	Public lighting service						

²³ In the event that a purchase procedure includes supplies of goods and services of several types, if the expense can be distinguished, please indicate the purchase and the related expense in the different categories, otherwise you are asked to register the purchase and the related expenditure incurred in correspondence with the prevalent typology

²⁴ The column headed "No. of procedures carried out" refers to all types of procedures carried out by the aggregator (call, agreement, framework agreement, ...)

²⁵ The sum of the award amounts must be entered in the column headed "Expenditure incurred ...". In the case of multi-year calls awarded for the reference year (ex. 2020), the commitment relating to the year in question is considered. Multi-year calls in progress, therefore awarded before 2020, must not be considered.

WEBLIOGRAPHY

Adell A. – “Monitoring and Evaluation of Green Public Procurement Programs”, September 2013, ECOInstitut Barcelona & SEAD.
https://cleanenergysolutions.org/sites/default/files/documents/Ecoinstitut_CESC2013_GPPMonitoringAure.pdf

Economic Input-Output Life Cycle Assessment
<http://www.eiolca.net/>

ESU World Food LCA Database
<http://esu-services.ch/data/fooddata/>

European Committee of the Regions – Division of Powers
<https://portal.cor.europa.eu/divisionpowers/Pages/default.aspx>

European Platform on Life Cycle Assessment
<https://eplca.jrc.ec.europa.eu/LCDN/>

Groupe (Permanent) d’Etude des Marchés « Développement Durable, Environnement » (GEM-DD)
<https://www.economie.gouv.fr/daj/accueil-publications-daj>

National GPP criteria - European Commission - Europa EU
https://ec.europa.eu/environment/gpp/pdf/200311_GPP_NAPs_March_2020.pdf

PSILCA – database for Social Life Cycle Assessment (S-LCA)
<https://psilca.net/>

Schaefer B. – “Monitoring and Evaluation Guide of GPP Programms”, March 2013, ECOInstitut Barcelona, This work is subject to a Creative Commons License
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Appendix 1 – Questionnaire

Fourth semester

A19. Elaboration Of GPP Monitoring Guidelines

Questionnaire to the partners of the GPP Stream project

10th April 2019

Author: Friuli Venezia Giulia Autonomous Region

Section A

(This Section is intended for Project Partners that manage/refer to National GPP plans)

Question 1)

Is GPP Monitoring carried out at national level, for example by the Ministry of the Environment or other institutional subjects?

Yes

No **Go to Question 10)**

Question 2)

Is a Monitoring System already contemplated or envisaged in the National Action Plan for GPP?

Yes

(max 500 characters)

No ____

Question 3)

Are codified Environmental Criteria adopted (published by the competent Ministry)?

Yes

(max 500 characters)

No ____

Question 4)

Do Contracting Stations, however, use environmental criteria?

(e.g. Eco-labels, product labelling criteria or product catalogues adapted from other areas/institutions)

Yes

(max 500 characters)

No ____

Question 5)

Which aspects does the GPP Monitoring System monitor?

- a) Number of calls for tenders containing mandatory and rewarding environmental criteria and the related amounts of the tenders

Yes

(max 500 characters)

No ____

- i. Are the monitored calls for tenders and their amounts distinguished by categories of products and services?

Yes

(max 500 characters)

No ____

- ii. Are regional calls for funding to entities and businesses (e.g. ROPs and RDPs) monitored?

Yes

(max 500 characters)

No ____

- iii. Sub-regional calculations are made; GIS tools are used to monitor territorial entities that carry out tenders with GPP, in order to identify front runner territories and territories to be supported in the GPP development (e.g.: *how many municipalities apply environmental criteria; in which counties environmental criteria are applied*)

Yes

(max 500 characters)

No ____

- b) Quality of the calls for tenders and calls for funding
(e.g. *environmental criteria included in the calls are adequate to achieve environmental and / or economic objectives*)

Yes

(max 500 characters)

No ____

- c) The environmental and economic benefits of integrating GPP into tender procedures and funding notices

(e.g.: Reduction of GHG emissions and other impact factors; Reduction of energy and water consumption; Reduction of waste generated)

Yes

(max 500 characters)

No ____

- i. The calculation is based on the Life Cycle Cost analysis (LCC) which indicates the reduction of direct and indirect costs along the life cycle of the product / service / work

Yes

(max 500 characters)

No ____

- ii. The calculation is based on the life cycle analysis (LCA) which indicates the reduction of environmental impacts and the use of resources compared to calls for tenders without environmental criteria (for "conventional" products / services / works)

Yes

(max 500 characters)

No ____

- d) Calculation of the award rate for tenders in which environmental criteria are present (e.g.: Environmental criteria related to tenders gone deserted; Environmental criteria related to tenders with the highest award rates)

Yes

(max 500 characters)

No ____

- i. Monitoring of queries by participating companies during the tender phase

Yes

(max 500 characters)

No ____

- e) Policy initiatives for the dissemination of the GPP approach that are implemented or will be implemented in the next 2 years/in the next 4 years.
(e.g.: Training of staff and officials; processes adapted; GPP Forum; GPP Help Desks; responsibilities allocated, etc.)

Yes

(max 500 characters)

No ____

- f) The product/service/work categories with codified Environmental Criteria most used in tenders and financing.

Yes

(max 500 characters)

No ____

Question 6)

Has the Monitoring System been designed with contractors / Contracting Stations?

Yes

(max 500 characters)

No ____

Question 7)

Which entity/subject is responsible for monitoring?

(max 500 characters)

Question 8)

In what form are the data collected?

(e.g.: surveys; suppliers' reports; tender publishing platforms; electronic tendering systems; on-line Shop)

(max 500 characters)

Question 9)

In case financial data are recorded, what instruments are used and how is the information that feeds these instruments collected?

(e.g.: financial software; contract estimates based on tenders; suppliers' reports; on-line compulsory Form; on-line voluntary form)

(max 500 characters)

Question 10)

Are codified environmental criteria adopted (published by the competent Ministry)?

Yes

(max 500 characters)

No (**Go to Question11**)

Question 11)

Do Contracting Stations, however, use environmental criteria?

(e.g. Eco-labels, product labelling criteria or product catalogues adapted from other areas/institutions)

Yes

(max 500 characters)

No ____

Question 12)

What do you think should be the specific objectives of monitoring?

Indicate with an "✓" the first **2** most relevant objectives among the following:

Monitor how many calls are published with environmental criteria from all contracting stations	
Monitor how many calls are published with environmental criteria from major contracting stations (ministries, regions, etc.)	
Monitor environmental benefits in terms of reducing CO2 equivalent emissions	
Monitor the participation of businesses to Green Call to identify difficulties in participation	
Monitor the reduction of the use of resources in the green calls (products / services / works)	
Monitor the reduction of the environmental impact and the use of resources in the green calls for products / services / works	
Other (specify)	
Other (specify)	
Other (specify)	
Other (specify)	

Section B

(This Section is intended for Project Partners that manage/refer to Regional Operational Programs or Rural Development Plans)

Question 1)

Is GPP Monitoring carried out at regional level, for example by the Directorate of the Environment or other relevant Central Directorate/Institutional subjects?

Yes

No **Go to Question 10)**

Question 2)

Is a Monitoring System already contemplated or envisaged in the relevant Policy Instrument (ROP; RDF)?

Yes

(max 500 characters)

No ____

Question 3)

Are codified Environmental Criteria adopted (published by the competent Ministry or Central Directorate)?

Yes

(max 500 characters)

No ____

Question 4)

Do Contracting Stations, however, use environmental criteria?

(e.g. Eco-labels, product labelling criteria or product catalogues adapted from other areas/institutions)

Yes

(max 500 characters)

No ____

Question 5)

Author: Friuli-Venezia Giulia Autonomous Region; FONDAZIONE ECOSISTEMI

Which aspects does the GPP Monitoring System monitor?

- a) Number of calls for tenders containing mandatory and rewarding environmental criteria and the related amounts of the tenders

Yes

(max 500 characters)

No ____

- i. Are the monitored calls for tenders and their amounts distinguished by categories of products and services?

Yes

(max 500 characters)

No ____

- ii. Are regional calls for funding to entities and businesses (e.g. ROPs and RDPs) monitored?

Yes

(max 500 characters)

No ____

- iv. Sub-regional calculations are made; GIS tools are used to monitor territorial entities that carry out tenders with GPP, in order to identify front runner territories and territories to be supported in the GPP development (e.g.: *how many municipalities apply environmental criteria; in which counties environmental criteria are applied*)

Yes

(max 500 characters)

No ____

- b) Quality of the calls for tenders and calls for funding
(e.g. *environmental criteria included in the calls are adequate to achieve environmental and / or economic objectives*)

Yes

(max 500 characters)

No ____

- c) The environmental and economic benefits of integrating GPP into tender procedures and funding notices
(e.g.: Reduction of GHG emissions and other impact factors; Reduction of energy and water consumption; Reduction of waste generated)

Yes

(max 500 characters)

No ____

- i. The calculation is based on the Life Cycle Cost analysis (LCC) which indicates the reduction of direct and indirect costs along the life cycle of the product / service / work

Yes

(max 500 characters)

No ____

- ii. The calculation is based on the life cycle analysis (LCA) which indicates the reduction of environmental impacts and the use of resources compared to calls for tenders without environmental criteria (for "conventional" products / services / works)

Yes

(max 500 characters)

No ____

- d) Calculation of the award rate for tenders in which environmental criteria are present
(e.g.: Environmental criteria related to tenders gone deserted; Environmental criteria related to tenders with the highest award rates)

Yes

(max 500 characters)

No ____

- i. Monitoring of queries by participating companies during the tender phase

Yes

(max 500 characters)

No ____

- g) Policy initiatives for the dissemination of the GPP approach that are implemented or will be implemented in the next 2 years/in the next 4 years.
(e.g.: *Training of staff and officials; processes adapted; GPP Forum; GPP Help Desks; responsibilities allocated, etc.*)

Yes

(max 500 characters)

No ____

- e) The product/service/work categories with codified Environmental Criteria most used in tenders and financing.

Yes

(max 500 characters)

No ____

Question 6)

Has the Monitoring System been designed with contractors / Contracting Stations?

Yes

(max 500 characters)

No ____

Question 7)

Which entity/subject is responsible for monitoring?

(max 500 characters)

Question 8)

In what form are the data collected?

(e.g.: *surveys; suppliers' reports; tender publishing platforms; electronic tendering systems; on-line Shop*)

(max 500 characters)

Question 9)

In case financial data are recorded, what instruments are used and how is the information that feeds these instruments collected?

(e.g.: financial software; contract estimates based on tenders; suppliers' reports; on-line compulsory form; on-line voluntary form)

(max 500 characters)

Question 10)

Are codified environmental criteria adopted (published by the competent Ministry)?

Yes

(max 500 characters)

No (**Go to Question 11**)

Question 11)

Do Contracting Stations, however, use environmental criteria?

(e.g. Eco-labels, product labelling criteria or product catalogues adapted from other areas/institutions)

Yes

(max 500 characters)

No ____

Question 12)

What do you think should be the specific objectives of monitoring?

Indicate with an "✓" the first **2** most relevant objectives among the following:

Monitor how many calls are published with environmental criteria from all contracting stations	
Monitor how many calls are published with environmental criteria from major contracting stations (ministries, regions, etc.)	
Monitor environmental benefits in terms of reducing CO2 equivalent emissions	
Monitor the participation of businesses to Green Call to identify difficulties in participation	
Monitor the reduction of the use of resources in the green calls (products / services / works)	
Monitor the reduction of the environmental impact and the use of resources in the green calls for products / services / works	
Other (specify)	
Other (specify)	
Other (specify)	
Other (specify)	
Other (specify)	

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Section C

(This Section is intended for Project Partners that manage/refer to a Municipal Operative GPP plan)

Question 1)

Is GPP Monitoring carried out at municipal level, for example by the Department for the Environment or other relevant Department/Municipal subjects?

Yes

(max 500 characters)

No **Go to Question 10)**

Question 2)

Is a Monitoring System already contemplated/envisaged in the relevant Policy Instrument?

Yes

(max 500 characters)

No ____

Question 3)

Are codified Environmental Criteria adopted (published by the competent Ministry or Central Directorate or Department)?

Yes

(max 500 characters)

No ____

Question 4)

Does the Contracting Station, however, use environmental criteria?

(e.g. Eco-labels, product labelling criteria or product catalogues adapted from other areas/institutions)

Yes

(max 500 characters)

No ____

Question 5)

Which aspects does the municipal GPP Monitoring System monitor?

- a) Number of calls for tenders containing mandatory and rewarding environmental criteria and the related amounts of the tenders

Yes

(max 500 characters)

No ____

- i. Are the monitored calls for tenders and their amounts distinguished by categories of products and services?

Yes

(max 500 characters)

No ____

- ii. Are other calls for funding to entities and businesses monitored?

Yes

(max 500 characters)

No ____

- b) Quality of the calls for tenders and calls for funding
(e.g. *environmental criteria included in the calls are adequate to achieve environmental and / or economic objectives*)

Yes

(max 500 characters)

No ____

- c) The environmental and economic benefits of integrating GPP into tender procedures and funding notices
(e.g.: *Reduction of GHG emissions and other impact factors; Reduction of energy and water consumption; Reduction of waste generated*)

Yes

(max 500 characters)

No ____

- iii. The calculation is based on the Life Cycle Cost analysis (LCC) which indicates the reduction of direct and indirect costs along the life cycle of the product / service / work

Yes

(max 500 characters)

No ____

- iv. The calculation is based on the life cycle analysis (LCA) which indicates the reduction of environmental impacts and the use of resources compared to calls for tenders without environmental criteria (for "conventional" products / services / works)

Yes

(max 500 characters)

No ____

- d) Calculation of the award rate for tenders in which environmental criteria are present
(e.g.: Environmental criteria related to tenders gone deserted; Environmental criteria related to tenders with the highest award rates)

Yes

(max 500 characters)

No ____

- i. Monitoring of queries by participating companies during the tender phase

Yes

(max 500 characters)

No ____

- h) Municipality initiatives for the dissemination of the GPP approach that are implemented or will be implemented in the next 2 years/in the next 4 years.
(e.g.: Training of staff and officials; processes adapted; GPP Forum; GPP Help Desks; responsibilities allocated, etc.)

Yes

(max 500 characters)

No ____

- e) The product/service/work categories with codified Environmental Criteria most used in tenders and financing.

Yes

(max 500 characters)

No ____

Question 6)

Has the Monitoring System been designed with contractors / Contracting Station?

Yes

(max 500 characters)

No ____

Question 7)

Which (municipal) entity/subject is responsible for monitoring?

(max 500 characters)

Question 8)

In what form are the data collected?

(e.g.: surveys; suppliers' reports; tender publishing platforms; electronic tendering systems; on-line Shop)

(max 500 characters)

Question 9)

In case financial data are recorded, what instruments are used and how is the information that feeds these instruments collected?

(e.g.: Financial Software; contract estimates based on tenders; suppliers' reports; on-line compulsory Form; on-line voluntary form)

(max 500 characters)

Question 10)

Are codified environmental criteria adopted (published by the competent Ministry)?

Yes

(max 500 characters)

No (**Go to Question 11**)

Question 11)

Does the Contracting Station, however, use environmental criteria?

(e.g. Eco-labels, product labelling criteria or product catalogues adapted from other areas/institutions)

Yes

(max 500 characters)

No __

Question 12)

What do you think should be the specific objectives of monitoring?

Indicate with an "✓" the first **2** most relevant objectives among the following:

Monitor how many calls are published with environmental criteria from all contracting stations	
Monitor how many calls are published with environmental criteria from major contracting stations (ministries, regions, etc.)	
Monitor environmental benefits in terms of reducing CO2 equivalent emissions	
Monitor the participation of businesses to the Green Calls to identify difficulties in participation	
Monitor the reduction of the use of resources in the green calls (products / services / works)	
Monitor the reduction of the environmental impact and the use of resources in the green calls for products / services / works	
Other (specify)	
Other (specify)	
Other (specify)	
Other (specify)	
Other (specify)	

