



## Reporting on Green Public Procurement Guidance & Template for Government Departments Reference Year 2023

### Introduction

The purpose of this document is to provide government departments with background information on the requirement to report on Green Public Procurement, as set out under Action No. 148 of the Climate Action Plan 2019 and reiterated in Section 10.3.7 of the Climate Action Plan 2023. It also provides guidance on completion of the *GPP Monitoring and Reporting Template for Government Departments reference year 2023* which has been emailed to you with this guidance.

### Background

Green Public Procurement (GPP) is defined as "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."<sup>1</sup>

The purchasing power of Ireland's government sector (12% of GDP) has significant potential to reduce emissions and protect our environment while saving money over the full lifecycle of goods and services. Government commitment to green purchasing sends a powerful signal to the market that the Government requires projects, products and services that make the most positive contribution to our environment and can save money over their full lifecycle. It promotes innovation in the marketplace for goods and services with a reduced environmental impact.

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<sup>1</sup> Commission Communication (COM (2008) 400) "Public procurement for a better environment"

A wide range of international and EU policy instruments reference Sustainable or Green Public Procurement as an important tool in effecting environmental change.

These include: the [UN Sustainable Development Goals 2019](#) (SDG 12.7); [Europe 2020; Roadmap to a Resource Efficiency Europe; Energy 2020; the EU's 7<sup>th</sup> Environment Action Programme](#); the [OECD's public governance programme](#) and the [European Green Deal](#).

Recent national policies/plans and Office of Government Procurement (OGP) documents referencing GPP and the role it can play in climate change and circular economy ambition include the following:

- [EPA Circular Economy Programme 2021-2027](#)
- [A Waste Action Plan for a Circular Economy](#) (Ireland's National Waste Policy 2020-2025)
- [Whole of Government Circular Economy Strategy 2022-2023 "Living More, Using Less"](#)
- [Climate Action Plan 2019](#)
- [Climate Action Plan 2021](#)
- [Climate Action Plan 2023](#)
- [The Public Sector Climate Action Mandate – Climate Action Plan 2023](#)
- [Climate Action Plan 2024](#)
- [2020 Programme for Government](#)
- [Opportunities and approaches for Sustainable Public Procurement](#)
- [D/PER Circular 20/2019: Use of Environmental and Social Considerations in Public Procurement](#)

The Environmental Protection Agency (EPA)'s *Green Procurement Guidance for the Public Sector* updated document was published in 2021 along with ten criteria sets and these documents are available to view and download from the EPA website [Resources | Environmental Protection Agency \(epa.ie\)](#).

The OGP's online [GPP Criteria Search](#) tool was launched in 2022 and allows users to rapidly find, select and download GPP criteria relevant to a specific procurement project.

## **Obligations to Monitor and Report on GPP**

The Department of Public Expenditure and Reform (D/PER) Circular 20/2019 states that:

- (i) each Department should state how it intends to incorporate green considerations in their Corporate Procurement Plan.<sup>2</sup>
- (ii) starting with the 2020 Annual Report (the report covering the activities of 2020), each Department must report annually on progress in relation to green public procurement.

## **Guidelines for Determining a Green Procurement**

In order to determine if a contract should be included in reporting on GPP please use the following guidelines:

- A contract can be included as a green procurement if criteria are included which are designed to ensure that the product, service or works procured will have a reduced impact on the environment.
- Green criteria can be included in the procurement process;
  - When defining the subject matter of the contract
  - In the use of legislative/statutory requirements which have an environmental dimension
  - In the requirements for technical/professional ability of the tenderer
  - In the technical specifications
  - In the selection criteria
  - In the award criteria
  - In the application of Life Cycle Costing

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<sup>2</sup> The OGP has developed an Information Note on developing a Corporate Procurement Plan and it is available at this link <https://ogp.gov.ie/information-notes/>. Please contact [support@ogp.gov.ie](mailto:support@ogp.gov.ie) if you require support with this plan.

- In contract performance or management clauses

Examples of green criteria for each of the priority sectors can be found in the [OGP Criteria Search](#) tool, [EPA Green Procurement Guidance Document](#) or on the [EU GPP website](#). However, these are non-exhaustive lists and additional criteria can be considered green where they aim to ensure the subject of the tender will have a reduced environmental impact providing that when they are included in the tender process they are appropriate to the subject matter of the contract and are applied proportionally.

### **Scope of Reporting**

Monitoring and evaluation of GPP is under consideration at EU level and most recently referenced in the EU Green Deal. While at present there is no standardised reporting system in place at EU level, best practice examples from exemplar GPP regions show that any monitoring system should include a record of the number and value of tenders and/or awarded contracts which included GPP criteria.

In order to enable the monitoring and evaluation of the implementation of GPP in Ireland, the EPA, in co-operation with the Department of the Environment, Climate and Communications and the Office of Government Procurement, has developed a reporting template *GPP Monitoring and Reporting Template for Government Departments 2023* which is being issued with this guidance.

The reporting template includes the ten priority sectors listed in the EPA's 2021 guidance document [Resources | Environmental Protection Agency \(epa.ie\)](#) The sectors were chosen on the basis of expenditure; scope for environmental improvement; impact on suppliers; leadership to market potential; relevance and accessibility of criteria; market availability and economic efficiency (in line with EU policy and practice). The guidance sets out the main environmental impacts associated with each of these priority sectors and the way in which the GPP criteria address them.

The EPA is aware that individual Government Departments categorise their contracts in different ways so please choose the sector most appropriate to your Department.

The priority sectors and their scope (in terms of GPP) are set out in the table below:

Priority Sector	Scope
Energy-related Products	Purchase of: <ul style="list-style-type: none"> <li>• Air conditioners</li> <li>• Residential ventilation units</li> <li>• Cooking appliances (professional and household)</li> <li>• Dishwashers (professional and household)</li> <li>• Electronic displays and televisions</li> <li>• Refrigerating appliances (professional, household and vending machines)</li> <li>• Washing machines and tumble dryers (professional and household)</li> <li>• Vacuum cleaners</li> </ul>
Food & Catering Services	Purchase of food and catering services covering: <ul style="list-style-type: none"> <li>• fruit and vegetables</li> <li>• aquaculture, marine, meat and dairy products</li> <li>• drinks and beverages.</li> </ul> <p>GPP criteria may be applied when purchasing directly from producers or processors as well as by catering service providers to ensure compliance of their suppliers with the criteria.</p>
Heating Equipment	Purchase of: <ul style="list-style-type: none"> <li>• Gas, electric, liquid and solid fuel boilers, including biomass boilers</li> <li>• Water heaters</li> <li>• Electric and fuel-driven heat pumps</li> <li>• Steam systems</li> <li>• Solar thermal collectors</li> </ul>

ICT Products and Services <sup>3</sup>	<p>Purchase of the below products or services and facilities or services which specify the use of these products (including cloud services, data entry, web design, mobile communications contracts etc.:</p> <ul style="list-style-type: none"> <li>• Stationary ICT devices (computers, computer displays, ICT equipment included in the Triple E Register)</li> <li>• Mobile ICT devices (portable computers, smartphones)</li> <li>• Data centres and services provided using data centres</li> </ul>
Indoor Cleaning Services	<p>Purchase of:</p> <ul style="list-style-type: none"> <li>• environmentally conscious routine indoor professional cleaning services performed in areas that include offices, sanitary facilities, and other publicly accessible areas;</li> <li>• the cleaning of glass surfaces that can be reached without the use of specialised equipment or machines.</li> </ul> <p>This product group also includes environmental criteria for cleaning products and cleaning textiles accessories (e.g. cloths and mop heads).</p>
Indoor and Outdoor Lighting	<p>Purchase of:</p> <ul style="list-style-type: none"> <li>• Lighting audits (a professional service to assess lighting needs and assist in drafting specifications)</li> <li>• Lighting units</li> <li>• Lighting controls</li> <li>• Road lighting</li> <li>• Traffic signals</li> </ul>
Office Building Design, Construction & Management	<p>Purchase of the design, construction and management of office buildings.</p> <p>For the purposes of the criteria, an office building is defined as a building whose primary function is to provide space for administrative, financial, professional or customer services. The office area must make up a significant majority of the total building's gross area. The building may also</p>

	comprise other types of spaces, like meeting rooms, training classrooms, staff facilities or technical rooms.
Paper Products and Printing Services	<p>Purchase of:</p> <ul style="list-style-type: none"> <li>• Graphic and copying paper</li> <li>• Envelopes and stationery paper products (e.g. notebooks, writing pads, drawing books)</li> <li>• Printed paper products (e.g. forms, leaflets/brochures, annual reports, labels, diaries, business cards, calendars, posters, books)</li> <li>• Printing services</li> </ul>
Textile Products and Services	<p>Purchase of:</p> <ul style="list-style-type: none"> <li>• Textile clothing and accessories</li> <li>• Interior textiles</li> <li>• Textile fibres, yarn, fabric and knitted panels</li> <li>• Non-fibre elements (intermediate products that are to be incorporated into textile clothing and accessories, and interior textiles e.g. zips, buttons etc.)</li> </ul>
Road Transport, Vehicles and Services	Purchase or lease of road transport vehicles including passenger cars and vans, buses, and waste collection trucks and services

<sup>3</sup>Please note that, for reporting purposes, ICT Products and Services have been divided into two distinct sectors in the template (ICT Products, ICT Services).

## Reporting Requirements

The reporting template (Excel) should be completed and returned to [cep@epa.ie](mailto:cep@epa.ie) by **Tuesday, 30<sup>th</sup> April 2024** for 2023 reference year data and included in the Annual Report of the Department.

The values returned should be **exclusive of VAT**

We are requesting that information be reported at **contract** level, where the contract value is greater than €50,000<sup>4</sup> and **the contract has been signed in calendar year 2023**. There may be circumstances where:

- you have issued an invitation to tender in 2023, which included GPP criteria, but the competition has not concluded or a contract has not been drawn down
- a contract was signed in 2022 and the expected value of that contract was included in the 2022 return. The contract was extended but no new contract was signed in 2023.

To avoid duplication of reporting across years, we're asking only for information on contracts that have been signed in 2023.

Please note that for 2023 reporting we are requesting information for Government Department contracts only and not for agencies affiliated to those Government Departments.

A copy of the completed reporting template (both the Data Template and the Qualitative Information) should be sent to [cep@epa.ie](mailto:cep@epa.ie) by **Tuesday, 30<sup>th</sup> April 2024**

<sup>4</sup>The national advertising thresholds were increased from €25,000 to €50,000 in [Circular 05/2023](#)



## **Supports**

Should you require additional information or support please contact [cep@epa.ie](mailto:cep@epa.ie)