



Reporting on Green Public Procurement Guidance & Template for Government Departments Reference Year 2024

Introduction

The purpose of this document is to provide government departments with background information on Green Public Procurement and the requirement to make an annual report on Green Public Procurement to the Environmental Protection Agency.

This document also provides guidance on completion of the *GPP Monitoring and Reporting Template for Government Departments reference year 2024* 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."¹

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.

¹ 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), the [OECD's public governance programme](#) and the [European Green Deal](#).

In April 2024 the Government published ["Buying Greener: Green Public Procurement Strategy and Action Plan 2024–2027"](#) which sets out a number of actions and targets to drive the implementation of green and circular procurement practices across the public sector.

Other national policies/plans/documents referencing GPP and the role it can play in climate change and circular economy ambition include the following:

- [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 2024 \(and previous climate action plans since 2019\)](#)
- [The Public Sector Climate Action Mandate – Climate Action Plan 2024](#)
- [Opportunities and approaches for Sustainable Public Procurement](#)
- [D/PER Circular 20/2019: Use of Environmental and Social Considerations in Public Procurement](#)
- [Programme for Government 2025 – Securing Ireland's Future](#)

The Environmental Protection Agency (EPA) updated its *Green Procurement Guidance for the Public Sector* document in 2024 as well as nine of its national criteria sets to bring them up to date with policy & legislative changes since their publication in 2021. These documents are available to view and download from the [EPA website](#). A new national criteria set on *Furniture & Furniture Services* was also published in 2024. The *Office Building Design, Construction & Management* criteria will be updated in 2025 in line with the updated EU GPP Buildings criteria (anticipated publication in Q1 2025).

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. The GPP Criteria Search tool aligns to the criteria as set out in the 11 national criteria sets published by the EPA.

Government Department annual reporting on Green Public Procurement

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.²
- (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.

Please note that the Office of Government Procurement is developing a new circular that will replace Circular 20/2019. The new circular will include updated instructions to Government Departments and the public sector regarding GPP obligations included in [Buying Greener: Green Public Procurement Strategy and Action Plan 2024–2027](#)

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 exclusion grounds and selection criteria

² The OGP has developed an Information Note on developing a Corporate Procurement Plan and it is available at [this link](#)

Please contact support@ogp.gov.ie if you require support with this plan.

- As technical specifications
- As qualitative award criteria
- In the application of Life Cycle Costing
- In contract performance clauses

Examples of green criteria for each of the priority sectors can be found in the [EPA's GPP Guidance and Criteria Sets](#), the [OGP Criteria Search](#) tool, or 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 provided 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

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 2024* which is being issued with this guidance.

The reporting template includes the eleven priority sectors listed in the [EPA's guidance document](#). 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	<p>Purchase of:</p> <ul style="list-style-type: none"> • Air conditioners • Residential ventilation units • Cooking appliances (professional and household) • Dishwashers (professional and household) • Electronic displays and televisions • Refrigerating appliances (professional, household and vending machines) • Washing machines and tumble dryers (professional and household) • Vacuum cleaners
Food & Catering Services	<p>Purchase of food and catering services covering:</p> <ul style="list-style-type: none"> • fruit and vegetables • aquaculture, marine, meat and dairy products • drinks and beverages. <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>
Furniture & Related Services	<p>Purchase of any free-standing or built-in units, that are primarily used for the storage, placement or hanging of items and/or used for sitting, resting, eating, studying, working or eating, either indoor or outdoor. Bed mattresses are included within scope, as well as furniture with electric and electronic components and/or batteries.</p>
Heating Equipment	<p>Purchase of:</p> <ul style="list-style-type: none"> • Gas, electric, liquid and solid fuel boilers, including biomass boilers • Water heaters • Electric and fuel-driven heat pumps

	<ul style="list-style-type: none"> • Steam systems • Solar thermal collectors
ICT Products and Services ³	<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"> • Stationary ICT devices (computers, computer displays, ICT equipment included in the Triple E Register) • Mobile ICT devices (portable computers, smartphones) • Data centres and services provided using data centres
Indoor Cleaning Services	<p>Purchase of:</p> <ul style="list-style-type: none"> • environmentally conscious routine indoor professional cleaning services performed in areas that include offices, sanitary facilities, and other publicly accessible areas; • the cleaning of glass surfaces that can be reached without the use of specialised equipment or machines. <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"> • Lighting audits (a professional service to assess lighting needs and assist in drafting specifications) • Lighting units • Lighting controls • Road lighting • Traffic signals
Office Building Design, Construction & Management	Purchase of the design, construction and management of office buildings.

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

³Please 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 (both the Quantitative Data and the Qualitative Information spreadsheets) should be completed and returned to cep@epa.ie by close of business on **Wednesday 30th April 2025** for 2024 reference year data.

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 €50,000⁴ and **the contract has been signed in calendar year 2024**. There may be circumstances where:

- you have issued an invitation to tender in 2024, which included GPP criteria, but the competition has not concluded or a contract has not been drawn down
- a contract was signed in 2023 and the expected value of that contract was included in the 2023 return. The contract was extended but no new contract was signed in 2024.

To avoid duplication of reporting across years, we're asking only for information on contracts that have been signed in 2024.

Please note that for 2024 reporting we are requesting information for Government Department contracts only and not for agencies affiliated to those Government Departments.

Support

Should you require additional information or support please contact cep@epa.ie

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