SPP Monitoring in Rome: how to make reporting simple and “force” buyers to comply with GPP criteria

WEBINAR - Wednesday 11 May, 14.00

Department IV – Environmental Protection and Enhancement Office
Direction Office «Promoting Sustainable Development»
Director Dott. Maria Zagari
The institution Metropolitan City of Rome Capital

The Metropolitan City of Rome Capital is a local government authority, established by national Law n.56/2014, that replaced the former Province of Rome in January 2015. The Metropolitan City represents 121 municipalities (Rome included).

Administrative functions, for the entire metropolitan area, concern different sectors, such as: vocational training and employment, road networks and transport, land use planning, protection and enhancement of environment, secondary school maintenance.
The local strategy

DGP n. 8/01 - 2008 “Green Purchasing Action Plan of the Province of Rome” - the Metropolitan City studied a way to rationalize its requirements, evaluate actions, priorities and timing for the identification and acquisition of products and services with low environmental impact.

DGP n. 973/2008 - “Greener events Guide to reducing the environmental impacts of conferences and seminars” - it was approved to reduce the environmental impacts of conferences and seminars.
DEVELOPING THE OPERATIONAL PLAN

From February 2009:
• Internal directive on green purchasing (furniture, paper, prints, toner, multifunction printers)

Creation of Green Purchasing Workgroup
• Direction Office for Promoting Sustainable Development
• General Direction for Purchasing
• Office for Electronic Informative Systems
• Department for School Services
Metropolitan City Action Plan for Green Purchasing
approved with Council Resolution n. 269/15 of 06.05.09

- objectives of the GPP Action Plan and the ecological criteria for some goods and services;
- organizational structure for Plan’s execution and diffusion;
- monitoring;
- scenarios and future steps and initiatives.
GPP MONITORING SYSTEM PLAN

- Sheets for the achievement of the GPP objectives, approved by National Green Purchasing Workgroup were transformed into spreadsheets for convenience of calculation;
- GPP coordination Office, supported by the working group, annually draws up a report starting from the received sheets, and transmits the results through various communication channels (website, workshops, internal meetings)
MONITORING

- Data sheets are filled out by each Service/Department, for each green purchase of goods and services and sent to the GPP Coordination Office, within one month following the awarding of the contract.

The GPP coordination office elaborates GPP annual reports.
Monitoring results – 2009/2014
(Green purchasing/total purchasing)
Monitoring results – CO2 saving

Saving 749 tons CO2 in 4 years
Critical points of Monitoring process

The manual data collection, adopted for the first draft of GPP Plan, has some weak points:

- Timing
- Completeness of data
- Environmental requirements of purchases (departments often do not send to GPP office technical documentation for check)
GPP PLAN UPDATE
OPERATIONAL STEPS:

Following act n. 269/15 del 06/05/2009 - Approval of “Province of Rome Green Purchasing Action Plan”

an updated plan was approved in 2014
(Special Commissioner Act n.7/b del 17/01/2014)

“Province of Rome Green Purchasing Action Plan and creation of a reserved area dedicated to GPP in the Information System for Decrees”
Law n.221 - 28/12/2015

"Regulations on environmental matter to promote Green Economy measures and reduce the overuse of natural resources"

D.lgs 50 – 18/04/2016

«new procurement code»

The law compels PAs to introduce C.A.M (minimum environmental criteria) approved by the Environmental Ministry in public procurement documents.
Implementation of the new monitoring system

Metropolitan City has a digital system gathering all decrees (S.I.D.), allowing contracts and legal acts dematerialization.

The new monitoring system is based on this digital system. Departments are compelled to include environmental criteria in the digital system.
Select the option related to GPP purchasing
ALLEGATO 1 - Scegliere l’opzione SI se l’acquisto è relativo (anche solo in parte) ad una delle seguenti categorie merceologiche:

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<th>MACRO-CATEGORIA</th>
<th>CATEGORIA</th>
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<td><strong>ARREDI</strong> (sedie, tavoli, cassettiere, armadi, scaffali, poltrone, appendiabiti, altro)</td>
<td>Arredi per ufficio</td>
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<td>Arredi scolastici</td>
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<td>Arredi per altri usi (centri per l’impiego, sale comuni, aule formative, …)</td>
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<td><strong>CARTA E CANCELLERIA - SERVIZIO CENTRO STAMPA</strong></td>
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<td>Cancelleria (matite, penne, cartelline, altro)</td>
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<td>Fornitura di energia elettrica</td>
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<td>Personal Computer/Computer portatili</td>
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Option related to GPP purchasing
New monitoring system implementation

The administrative procedure is concluded when the Decree is enforceable, i.e. is published in the Official Journal.

The “GPP Product Groups Attachment” is essential to make the act enforceable.

If the attachment is not completed the purchasing procedure can't be concluded.
### Gestione Dati G.P.P.

**Macro Categoria:** Carta e Cancelleria - Servizio Stampa

**Categoría:**
- Carta
- Stampati
- Editoria
- Cancelleria [matite, penne, cartelline, altro]

**Quantità:**

**Quantità G.P.P.:**

**Tot. €:**

**Tot. € G.P.P.:**

**Anno:**

**Anno:** 2016

**Macro Categoria:** Carta e Cancelleria - Servizio Stampa

**Categoría:** Carta

**Quantità:** a consumo

**Quantità G.P.P.:** tutta

**Tot. Euro:** 20.000,00

**Tot. Euro G.P.P.:** 20.000,00

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**Verifica 50% Prenotato/Impegnato**

**Apri Menu Servizi**

**Salva Dati**
New monitoring system Implementation

The SID system is managed by the Accounts Department, who checks the input of accounting and regulatory issues.

The Accounts Department will carry out a first level control on the formal accuracy of environmental criteria.

The GPP coordination office can check at any time the elaboration of decrees on the digital system.

In order to support all the staff responsible for purchasing and the Accounts Department, we are organizing training courses on the new functions related to GPP monitoring system.
New monitoring system Implementation

The new system allows to:

• **Realize** sample checks on the input of technical requirements;

• **Provide** offices with assistance through a telephone **helpdesk** (by our Office and by the SID Office), an updated **online library** containing laws and regulations and a supporting **guide**;

• **Give Support** on how to check GPP products, especially when there is no official label;

• **Obtain** real-time reports according to several parameters/criteria (year, amount, department, awarding procedure, product group)
New monitoring system Implementation

Simplify to obtain a more efficient and measurable result

Thank for your attention

Patrizia Giancotti
pattodeisindaci@cittametropolitanaroma.gov.it