

# Green Public Procurement Action Plan of Catalonia 2022-2025





## Department of Climate Action, Food and Rural Agenda

Climate Action Secretariat

Directorate-General of Environmental Quality and Climate Change



<https://mediambient.gencat.cat/>



[qualiflcacioambiental.accioclimatica@gencat.cat](mailto:qualiflcacioambiental.accioclimatica@gencat.cat)

## Department of Economy and Finance

Directorate-General of Public Procurement



<https://contractacio.gencat.cat/ca/inici/>



[dgcp.economia@gencat.cat](mailto:dgcp.economia@gencat.cat)

## Publisher

Ecomundis Communication & Sustainability

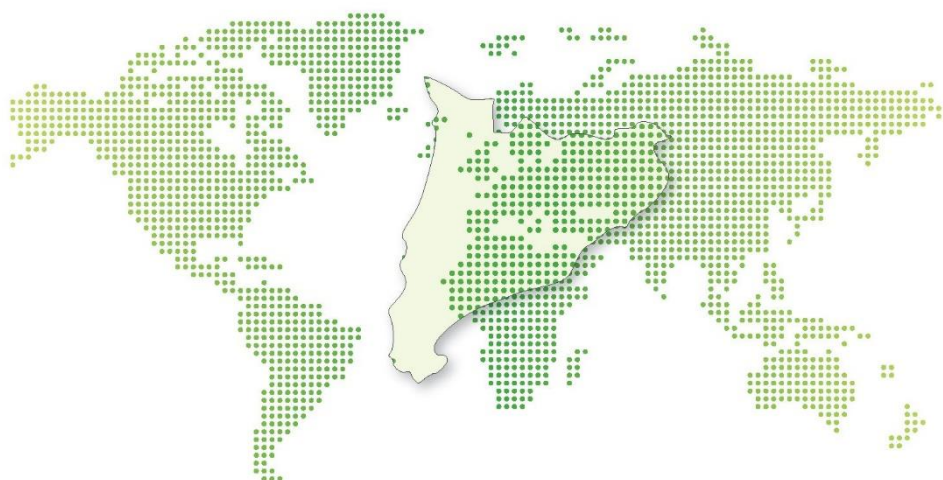


# Contents

○	BACKGROUND	4
1	SCOPE OF APPLICATION	8
2	OBJECTIVES	8
3	IMPLEMENTATION AND MONITORING OF THE PLAN	10
4	LINES OF ACTION	13
5	METHODOLOGY FOR GREEN PROCUREMENT	21
A	Model form for local entities, public sector entities or institutions or statutory bodies to join the Green Public Procurement Action Plan of Catalonia 2022-2025	25

# Background

*Green public procurement has seen an increased potential as a tool for promoting public environmental protection policies, thus contributing to the achievement of the commitments of the National Plan for the implementation of the 2030 Agenda in Catalonia, especially Sustainable Development Goal 12 -. Responsible Consumption and Production. This is aimed at mitigating climate change and transitioning towards a circular economy and neutral in CO<sub>2</sub> emissions.*



## Legislation and Framework for Green Public Procurement in Catalonia

In the same vein, Law 9/2017, of 8 November, on public sector contracts, includes measures that incentivise contracting with environmental criteria.

For years, the Generalitat de Catalunya has been working on the greening of public procurement. It approved the Generalitat Agreement, of 11 October 2005, which outlined measures to promote the greening of public procurement by the Administration of the Generalitat de Catalunya and its affiliated or related public entities and companies, establishing the Commission for Monitoring the Greening of Administrative Contracting (CSACA).

It also approved the Generalitat Agreement, of 9 December 2009, which introduced measures for public procurement, including greening initiatives. Additionally, the Generalitat Agreement, of 20 June 2017, established a Code for Socially Responsible Public Procurement within the scope of the Administration of the Generalitat de Catalunya and the public sector under its jurisdiction.

Furthermore, to facilitate the application of environmental clauses, green procurement guidelines have been approved for products or service categories.

At the end of this section you will find a list of these guidelines along with those proposed by the European Commission.





In a sector-specific context, the greening of public procurement has been incorporated into the Generalitat Agreement of 16 June 2015 approving the **Food Public Procurement Plan of Catalonia** and Law 16/2017 of 1 August on **Climate Change**. It is also reflected in the Generalitat Agreement, of 3 January 2017, concerning **the acquisition of low-emission vehicles** and other aspects related to the environmental improvement of vehicle fleets. Other agreements, such as the Generalitat Agreement, of 4 December 2018, approving the Energy Savings and Efficiency Plan for buildings and equipment of the Generalitat de Catalunya, within the framework of Catalonia's energy transition, for the period 2018-2022, the Generalitat Agreement, of 11 June 2019, on the restriction of certain single-use plastic products in the Generalitat de Catalunya and the Generalitat Agreement, of 14 May 2019, declaring a climate emergency, have also incorporated aspects related to greening public procurement.

*"the keys to promoting green public procurement: eco-design, eco-innovation..."*

At the same time, the promotion of green public procurement has also been incorporated into strategic documents such as **the Strategy for Promoting the Green and Circular Economy**, approved by Generalitat Agreement of 26 May 2015, **Catalan Eco-Design Strategy for a Circular and Eco-Innovative Economy**, approved by Generalitat Agreement of 2 June 2015 and the **Waste and Resource Prevention and Management Programme of Catalonia** (PRECAT2013-2020).

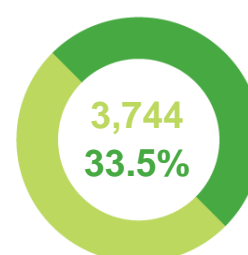
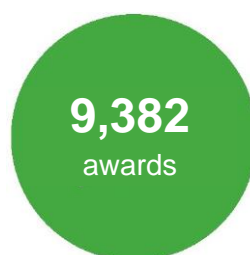
According to the latest reports prepared by the General-Directorate of Public Procurement, during the period 2016-2020 there has been an upward trend in the greening of public procurement in the Generalitat de Catalunya, both in terms of the number of contracts and the total amount awarded.

Through Agreement GOV/55/2020, of 31 March, the objectives and minimum content of the Catalan Public Procurement Strategy were approved.

In this regard, in 2020, excluding contracts with emergency procedures, 9,382 contracts were awarded for an amount of €1,897 million. Of these awards, 3,744 incorporated environmental clauses in the terms that determined their award, amounting to a value of €935.9 million.

In the period 2018-2020, on average, awards that included environmental clauses accounted for 33.5% of the total awards, representing 40.6% of the total amount awarded.

**TOTAL AWARDED CONTRACTS**      **AWARDS WITH ENVIRONMENTAL CLAUSES**



**€1,897 million. €935.9 million. (40.6%)**

#### **APPROVAL OF THE GREEN PUBLIC PROCUREMENT ACTION PLAN OF CATALONIA**

- ✓ **Given the context outlined and within the framework of meeting the objectives set by the Strategic Plan for the Improvement of Public Procurement, the Green Public Procurement Action Plan of Catalonia 2022-2025 was approved by the Generalitat Agreement of 22 March 2022. This plan aims to systematize and specify the actions that the Generalitat carries out in the field of greening public procurement.**

## European Commission Product Categories



The European Commission has developed criteria to facilitate the incorporation of environmental requirements into the procurement documents for supplies and services of the following:

Since 2008, the European Commission has developed green public procurement criteria for over 20 product categories. The Directives 2014/24/EU and 2014/23/EU of the European Parliament and of the Council, of 26 February 2014, on public procurement and the award of concession contracts, respectively, consolidate the possibilities of including environmental criteria in procurement, promoting the application of instruments such as -eco-certifications, and introducing new options, such as considering the life cycle cost of products and services.

The European Green Deal stipulates that public authorities must set an example and ensure that their procurement procedures meet ecological criteria, and that the Commission will propose legislation and guidelines on green public procurement. Within the framework of the European Green Deal, the Circular Economy Action Plan for the year 2020 states that the Commission will propose mandatory minimum criteria and objectives for green public procurement in sectoral legislation, require monitoring systems for greening, and support capacity-building through training and dissemination of best practices.

- Interior cleaning services (building cleaning , including cleaning products)
- Computers and monitors
- Copy paper and graphic paper
- Data centres, server rooms and cloud servers
- Electricity
- Food supply, catering services and vending machines
- Furniture (excluding street furniture)
- Image reproduction equipment, consumables and printing services
- Paints, varnishes and road markings
- Public lighting and traffic lights
- Road transport
- Maintenance of public spaces: streets, roads, cycle paths, pedestrian areas and footpaths, gardens and parks, fountains, lakes and ponds (does not include forests or natural parks, ports, canals, coastline, etc.)
- Sanitary plumbing
- Textile products and services
- Flush toilets and urinals
- Water-based heaters (max. power 400kW), excluding heaters for domestic hot water (DHW) in heat or cogeneration networks
- Electrical and electronic equipment for the healthcare sector
- Design, construction and management of office buildings
- Design, construction and maintenance of roads
- Water treatment plants

## Available Guides from the Generalitat de Catalunya



The European Commission has developed criteria to facilitate the incorporation of environmental requirements into the procurement documents for supplies and services of the following:

TECHNICAL SOLVENCY	TEXTILE PRODUCTS	COLLECTIVE DINING FACILITIES
Technical Solvency and Environmental Management Guide	Environmentally Sound Procurement of Textile Products Guide	Guide for Greening Collective Dining Facilities
VEHICLES	BUILDING MAINTENANCE	ENERGY PERFORMANCE CONTRACTS
Guide for Green Vehicle Procurement	Guide for Incorporating Environmental Criteria into Building Facility Maintenance Contracts	Guide for Drafting Energy Performance Contracts with Guaranteed Savings
GHG EMISSIONS	EVENTS	PUBLICATIONS
Guide for Quantifying Greenhouse Gas Emissions in Public Contracts	Environmentally Responsible Event Guide	Environmentally Responsible Publications Guide



**SAVE  
the  
PLANET!**



# 1. Scope of application

## Introduction

The Green Public Procurement Action Plan of Catalonia 2022-2025 (hereinafter referred to as the "Plan") is addressed to the departments of the Administration of the Generalitat de Catalunya, public universities and entities affiliated with the public sector.

Local government administrations and entities from the public sector can voluntarily join this Plan. The Directorate-General of Environmental Quality and Climate Change will be responsible for managing the voluntary adherence system through the adherence form (Annex).

The Directorate-General of Public Procurement and the Directorate-General of Environmental Quality and Climate Change will provide support and necessary guidance to local entities, public sector organisations or statutory institutions that have joined the Plan for its proper implementation.

# 2. Objectives

## Introduction

The Strategic Plan for the Improvement of Public Procurement (hereinafter, the "Strategy") establishes, among its key pillars, the challenge of using public procurement to advance other public policies (Axis 3) and sets objectives for promoting environmentally sustainable procurement, integrating circular economy principles into public procurement, and raising awareness and providing training to public buyers in this regard.

To increase and enhance the green public procurement, the Strategy envisions various actions, including but not limited to:

### Actions

- Assessing
- Reporting
- Greening
- Innovating
- Training
- Establishing agreements
- Collaborating







## Actions

- Assessing the environmental measures needed for each contract.
- Preparing reports analysing the results of the Green Procurement.
- Greening procurement and key services such as building maintenance, energy, furniture, public works and vehicles.
- Promoting the use of eco-labels in public procurement.
- Incorporating environmentalism into the Public Innovation Procurement .
- Providing specific training on Green Public Procurement.
- Developing and updating standards, government agreements, guides and other documents on Green Public Procurement.
- Collaborating with the relevant environmental authorities of the Generalitat to disseminate materials, conduct courses and organise seminars on Green Public Procurement.

## Plan Objectives

- Identify lines of action and main actions to be taken in the field of green public procurement.
- Systematise the greening of public procurement, through the definition of a common methodology.
- Promote forums for exchange that facilitate collaborative work among all public sector entities in Catalonia and exchanges with other entities in the European Union to address and adapt to new regulatory requirements stemming from EU Directives.
- Establish synergies with different strategic public policies of Catalonia.
- Provide procurement authorities with the tools to systematically environmentalise public procurement through training programmes and the development of support resources.

### Increase the economic volume of environmentally-friendly contracts to 50% by 2025.

- Increase Implementation
- Lines of Action
- Common Methodology
- Exchange Spaces
- Establish Synergies
- Tools and Programmes
- Resources



# 3. Implementation and Monitoring of the Plan

## Introduction

The responsibility for leading and promoting the implementation of the Plan falls to the Directorate-General of Public Procurement and the Directorate-General of Environmental Quality and Climate Change, with the following distribution of responsibilities and functions:



### Directorate-General of Public Procurement:

In line with its competencies for developing the Strategy and for the supervision and regulation of public procurement by the Generalitat de Catalunya, public universities and its public sector, the Directorate-General of Public Procurement is responsible for the following actions:

#### Actions

- Promoting and monitoring the effective implementation of the Plan by the Administration of the Generalitat de Catalunya, the Public Universities and their affiliated public sector.
- Aligning the planned actions in the Plan with the objectives and actions outlined in the Strategy.
- Monitoring and evaluating data related to environmental clause indicators derived from the Plan.



### Directorate-General of Environmental Quality and Climate Change

The responsibility for driving environmentalisation measures rests with the Directorate-General of Environmental Quality and Climate Change, specifically through the Environmental Qualification Service.

#### Actions

- Stimulating the practical implementation of the planned actions.
- Performing management functions as assigned by the Directorate-General of Public Procurement.
- Elevating to the Directorate-General of Public Procurement any issues that require its intervention.
- Promoting and managing the extension of the Plan to the local public sector.



## Commission for the Environmentalisation of Administrative Procurement (CSACA)

---

Participate in Action 3 - Working Materials and in Action 4 - Development of Environmentalisation Criteria and Support Tools.

Additionally, to be able to monitor the impact of the Plan on an annual basis, as well as the degree of compliance with certain actions provided for in it, a series of indicators are established.

---

### Actions

- Preparation of templates and models, as well as explanatory documents as needed.
- Development of criteria and support tools for environmentalisation.
- Update of existing green procurement guides and development of new green procurement guides.

# Indicators

## Plan Progress Indicators

- **Number of** selected and reviewed tender documents.
- **Number of individuals participating in training** on environmentalisation of public procurement.

## General Environmental Clause Indicators

- **Annual number of contracts (%)** with environmental clauses.
- **Annual amount awarded (%)** with environmental clauses.
- **Indicators by Product and Service groups.**
- **Type of environmental measure** (solvency requirement, award criterion, technical requirement or special execution condition, etc.).

## Specific Indicators

Depending on the subject matter of the selected contracts, each department, organisation or entity of the public sector may apply certain specific objectives, for example:

- **% of electric vehicles** (in the selected contracts).
- **% of recycled aggregates** (in maintenance services involving road surface work).
- **% of recycled raw materials** (in the selected contract types).
- **% of contracts with food supply clauses for waste prevention.**





## 4. Lines of Action

### Monitoring

This Plan consists of a series of actions aimed at advancing the application of environmental criteria in public procurement optimally.

Several actions have been planned for each line of action. Some of the planned actions are actions that are already carried out within the Administration of the Generalitat de Catalunya and its public sector with positive results, but the Plan systematises and extends them to local public sector entities that wish to adhere. Other actions have been redefined to improve their results, and a final group consists of new actions aimed at enhancing the environmentalisation of public procurement.

The actions outlined in the Plan are classified into the following lines of action:

- **Line 1**  
TECHNICAL SUPPORT FOR ENVIRONMENTALISATION DEVELOPMENT
- **Line 2**  
TRAINING OF PROCUREMENT UNIT PERSONNEL AND PROMOTIONAL AND TECHNICAL UNITS
- **Line 3**  
GENERAL EMPLOYEE AWARENESS
- **Line 4**  
NETWORKING
- **Line 5**  
VISUALISATION AND MONITORING
- **Line 6**  
COLLABORATION WITH THE MARKET



*We commit to providing training, technical support and the necessary tools for personnel involved in procurement, networking and collaboration with the markets that will provide us with the best environmental alternatives for the products and services that we acquire from public administrations.*





## Line 1

### TECHNICAL SUPPORT FOR ENVIRONMENTALISATION DEVELOPMENT

#### Action 1 - Tender Selection and Environmentalisation of the Selected Tenders

TENDER SELECTION		
DESCRIPTION	ORGANISATION	COMMENTS
The Directorate-General of Environmental Quality and Climate Change will annually select a set of tenders from the programme on which the Plan will focus on. These tenders will receive special attention in terms of environmentalisation.	Directorate-General of Environmental Quality and Climate Change (DGQACC) and the departments and entities of the public sector.	The base document for the selection made by the Directorate General of Environmental Quality and Climate Change with the collaboration of the relevant department or entity, is the Planned Procurement document prepared annually by the Directorate-General of Public Procurement through its referents. It will be used by the Directorate-General of Environmental Quality and Climate Change, in collaboration with the corresponding department or entity, as a basic document to make the selection.

#### Action 2 - Environmentalisation of On Demand Tenders

ENVIRONMENTALISATION OF ON DEMAND TENDERS		
DESCRIPTION	ORGANISATION	COMMENTS
An email address is provided to address inquiries about the environmentalisation of a tender document.	Directorate-General of Environmental Quality and Climate Change.	The technicians of the different departments will receive support: <ul style="list-style-type: none"><li>Regarding specific environmental aspects about which they have doubts.</li><li>Tender environmentalisation</li></ul>

#### Action 3 - Support Materials

SUPPORT MATERIALS FOR THE PLAN		
DESCRIPTION	ORGANISATION	COMMENTS
Preparation of templates and models, as well as explanatory documents as needed.	Directorate-General of Environmental Quality and Climate Change and CSACA.	The necessary support materials can be defined as the needs arise.



#### Action 4 - Development of Environmentalisation Criteria and Support Tools

DEVELOPMENT OF ENVIRONMENTALISATION CRITERIA AND SUPPORT TOOLS		
DESCRIPTION	ORGANISATION	COMMENTS
Updating of existing green procurement guides and developingt new green procurement guides.	Directorate-General of Environmental Quality, Climate Change and Directorate-General of Public Procurement and CSACA.	Departments and entities may suggest documents of general interest to contracting units.

#### Action 5 - List of Eco-Labelled Products and Services

LIST OF ECO-LABELLED PRODUCTS AND SERVICES		
DESCRIPTION	ORGANISATION	COMMENTS
Identifying catalogues of products and services with an environmental quality label, with the European Union Eco-label and other Type I eco-labels and/or relevant environmental certifications for the green procurement.	Directorate-General of Environmental Quality and Climate Change.	Improving access to existing catalogues related to green public procurement.



## Line 2

### TRAINING OF PROCUREMENT, PROMOTIONAL AND TECHNICAL UNIT PERSONNEL

#### Action 6 - Green Public Procurement Course

GREEN PUBLIC PROCUREMENT COURSE		
DESCRIPTION	ORGANISATION	COMMENTS
A green public procurement and environmentalisation course aimed at personnel from procurement services, technical services and contract developers of the departments and entities.	School of Public Administration of Catalonia, in collaboration with the Directorate-General of Public Procurement and the Directorate-General of Environmental Quality and Climate Change.	Part of the basic training at the School of Public Administration of Catalonia.

#### Action 7 - On-Demand Green Public Procurement Courses

ON-DEMAND GREEN PUBLIC PROCUREMENT COURSES		
DESCRIPTION	ORGANISATION	COMMENTS
Specific on-demand training from departments and organisations.	Directorate-General of Public Procurement and Directorate-General of Environmental Quality and Climate Change.	Any department or entity can request a course from the programme coordinators, who will assess the existing requests and organise the course ad-hoc (consideration can be given to including specific personnel from certain bodies of the Generalitat). By default, if not stated otherwise, the requesting department or organisation must provide all necessary material infrastructure (room and equipment) for the course.





## Line 3 GENERAL STAFF AWARENESS

### Action 8 - Information Dissemination on Websites

GREEN PROCUREMENT WEBSITE		
DESCRIPTION	ORGANISATION	COMMENTS
Linked to the Strategic Procurement section of the Directorate-General of Public Procurement website. Provides basic green procurement points and links to other relevant websites and documents. Incorporates all elements specific to this Plan (technical support, templates, etc.) as well as information (membership model, etc.)	Directorate-General of Environmental Quality and Climate Change and Directorate-General of Public Procurement.	It already exists on the website of the Directorate-General of Environmental Quality and Climate Change. Needs to develop a dedicated section of the Plan. Also, it should be better positioned within the main website and ensure links to the Public Procurement Portal.

### Action 9 - Information Dissemination in Newsletters

GREEN PROCUREMENT NEWS SECTION		
DESCRIPTION	ORGANISATION	COMMENTS
Incorporated into the Public Procurement Bulletin. A section that briefly summarises the key aspects and redirects readers to the tender documents or the relevant department or entity.	Directorate-General of Environmental Quality and Climate Change and Directorate-General of Public Procurement.	Each Public Procurement Bulletin will include a specific section on green public procurement, with content provided by the Directorate-General of Environmental Quality and Climate Change.

### Action 10 - Best Practice Documents

GREEN PROCUREMENT NEWS SECTION		
DESCRIPTION	ORGANISATION	COMMENTS
Preparation of summary documents based on environmentally friendly tender documents.	Directorate-General of Environmental Quality and Climate Change.	Some could be created in-house, but translating cases published by the GPP-Helpdesk of the European Commission (GPP News Alert) involving Catalan administrations and other cases deemed relevant to the strategic objectives can also be considered. A small repository is already available, consisting of project profiles from different European projects (Smart-SPP, GPP2020, SPP-Regions).

## **Line 4** NETWORKING

### Action 11 - Green Public Procurement Working Group in Catalonia

BEST PRACTICE DOCUMENTS		
DESCRIPTION	ORGANISATION	COMMENTS
Annual meeting of the working group.	Directorate-General of Environmental Quality and Climate Change and Directorate-General of Public Procurement.	The working group is an informal forum for individuals from different administrations (regional and local) and public bodies to share relevant aspects related to green procurement.

### Action 12 - Annual Green Procurement Exchange Day

GREEN PUBLIC PROCUREMENT WORKING GROUP IN CATALONIA		
DESCRIPTION	ORGANISATION	COMMENTS
A working day explicitly aimed at procurement and contracting managers as well as environmental managers who promote green procurement actions.	Directorate-General of Environmental Quality and Climate Change in collaboration with the other participants of the Green Public Procurement Working Group in Catalonia.	The exchange day format was developed in 2015 as part of the EU GPP 2020 project - Procurement for a Low Carbon Economy, and has taken place annually within the framework of other projects.

### Action 13 - Procura+ European Sustainable Procurement Network

ANNUAL GREEN PROCUREMENT EXCHANGE DAY		
DESCRIPTION	ORGANISATION	COMMENTS
A conference explicitly aimed at procurement and contracting managers as well as environmental managers who promote green procurement actions.	Directorate-General of Environmental Quality and Climate Change in collaboration with the other participants of the Green Public Procurement Working Group in Catalonia.	The exchange day format was developed in 2015 as part of the EU GPP 2020 project - Procurement for a Low Carbon Economy, and has taken place annually within the framework of other projects.



## Line 5 VISUALISATION AND MONITORING

### Action 14 - Visualisation

ENVIRONMENTAL CLAUSE INDICATORS VIEWER ON THE PUBLIC PROCUREMENT PORTAL		
DESCRIPTION	ORGANISATION	COMMENTS
Maintenance of the data viewer that collects information on the incorporation of environmental clauses in general and in each department.	Directorate-General of Public Procurement.	Feed the viewers with updated data as it becomes available.

### Action 15 - Verification Mechanisms for Environmental Clause Compliance

VERIFICATION MECHANISMS FOR ENVIRONMENTAL CLAUSE COMPLIANCE		
DESCRIPTION	ORGANISATION	COMMENTS
Create or compile verification mechanisms associated with each environmental clause that allow for the monitoring and control of contract execution.	Directorate-General of Environmental Quality and Climate Change.	Most of the verification mechanisms already exist but are not always known, so it is necessary to inform procurement units about useful means for verifying compliance with each environmental clause (technical data sheets, monthly official certifications, results reports, etc.).

### Action 16 - Monitoring of Environmentalisation Compliance

MONITORING OF ENVIRONMENTALISATION BY DIFFERENT DEPARTMENTS, PUBLIC UNIVERSITIES AND AFFILIATED ENTITIES		
DESCRIPTION	ORGANISATION	COMMENTS
Implement a monitoring system that allows for the easy collection of the degree of implementation of environmental initiatives, entity by entity.	Directorate-General of Public Procurement, with the collaboration of different departments and organisations.	This system would complement the statistical data-based system conducted via the viewer.

### Action 17 - Assessment of Environmental Benefits of Selected Cases

ASSESSMENT OF ENVIRONMENTAL BENEFITS ASSESSMENT OF SELECTED CASES		
DESCRIPTION	ORGANISATION	COMMENTS
Regarding strategic objectives, seek to identify tenders that allow the monitoring and calculation of key environmental variables (energy consumption, water consumption, greenhouse gas emissions (GHG), waste generation, etc.).	Directorate-General of Environmental Quality and Climate Change, and Directorate-General of Public Procurement within the framework of the Green Public Procurement Working Group in Catalonia.	Assessing the environmental benefits associated with green procurement is one of the most challenging aspects. Further case studies can help highlight the positive aspects of green public procurement.

## **Line 6** COLLABORATION WITH THE MARKET

### Action 18 - Supplier Meetings

SUPPLIER MEETINGS		
DESCRIPTION	ORGANISATION	COMMENTS
Regularly hold meetings with the private sector, independently of the ongoing procurement processes.	Directorate-General of Public Procurement, Directorate-General of Environmental Quality and Climate Change, in collaboration with other departments and organisations (also members), with a focus on strategic objectives.	The purpose of these meetings should always be to raise awareness and inform the market about current issues related to environmental aspects.

### Action 19 - Cases and Pilot Tests

CASES AND PILOT TESTS		
DESCRIPTION	ORGANISATION	COMMENTS
<p>In the context of Public Innovation Procurement and using methods such as preliminary market consultations, , negotiated procedures (always within the framework established by the Public Sector Contracts Law (LCSP)) or others such as the pre-commercial public procurement, competitive dialogue or innovation partnership, it is possible to incorporate into the tender documents, and always before the procurement, studies and tests that allow the parameterisation of innovative aspects. These can also be incorporated into future tenders. For example:</p> <ul style="list-style-type: none"> <li>• Tests of logistics systems that allow for reduced packaging or improved transportation capacity, thus reducing the number of trips</li> <li>• Testing of alternative materials, etc.</li> </ul>	Directorate-General of Public Procurement and Directorate-General of Environmental Quality and Climate Change, in collaboration with the contracting body corresponding to the tender under the pilot programme.	These actions must always be carried out within the framework of the different procedural options established by the LCSP.





## 5. Methodology for green procurement



### Introduction

Environmentalising contracts is a primarily technical action that must be tailored to each contract. However, the following reference resources and general guidelines need to be taken into account:

- The green procurement measures drawn up by the European Commission regarding various categories of products and services (see p. 6 and the consult link).
- The Green Procurement Guidelines of the Generalitat de Catalunya available on the Public Procurement Portal and on this website.

### **General Guidelines for Incorporating Environmental Award Criteria and Technical Specifications in Public Procurement:**

Any award criteria and/or technical specification relating to environmental aspects can be incorporated, including but not limited to:

- a)** Energy efficiency and water and resource consumption savings;
- b)** Reduced emissions of greenhouse gases, pollutants, particles, dust, noise or radiation;
- c)** The use of energy and materials from renewable or recycled sources;
- d)** The absence or low presence of toxic or hazardous substances;
- e)** The reduced generation of associated waste;
- f)** Guarantees of an extended useful life (upgradeability and repairability);
- g)** Reusability, recyclability and recycling;
- h)** More efficient production using eco-friendly methods and the use of low environmental impact design or eco-design tools; and
- i)** any other criteria driven by an environmental programme or policy.

### **Priority Aspects of Environmentalisation Aligned with Strategic Objectives**

The Action Plan prioritises improving environmental quality, combating climate change, transitioning to a circular economy, sustainable mobility, biodiversity protection, and energy transition.



### **Selection of Tenders to be Incorporated into the Plan - Priorities**

While green procurement must be general and systematic, the Plan's lines of action include the selection of certain tenders in accordance with the following criteria:

#### **1- Contracts related to categories and services defined by the European Commission:**

- a)** Those that match the contract object, as defined by the European Commission;
- b)** Those that, while not matching the contract object, contain an essential element for their implementation that corresponds to a European Commission group (for example contracts that include foods, or that involve the use of vehicles, or require clothing);
- c) c)** Those that match the contractual purposes provided for in point 4 of the Government Agreement, of 11 June 2019, for the promotion of strategic public procurement in the Generalitat de Catalunya and its public sector.

#### **2- Contracts that, due to their economic volume, are relevant to the public department, organisation or entity.**

#### **3- Contracts that, not corresponding to any of the previous situations, are relevant to the public department, organisation or entity because they are characteristic.**

Regarding criterion 1-b, there may be a significant quantity and diversity of contracts. The personnel responsible for the Plan will ensure that it is implemented successively, in the most efficient manner.

In any case, the clause documents of framework agreements and centralised procurements will be preferentially selected for environmentalisation purposes.







## Appendix.

# Model of Adhesion Form for Local Entities, Public Sector Entities, or Statutory Bodies to the Green Public Procurement Action Plan of Catalonia 2022-2025

### Details of the Joining Entity:

• ENTITY NAME

• ADDRESS

• TAX IDENTIFICATION NUMBER

• REPRESENTATIVE

- NAME AND SURNAME

- NATIONAL IDENTITY NUMBER

Monitor of the assigned Action Plan:

The local entity, public sector entity or statutory institution or body commits to:

- ✓ Implement the actions described in the Action Plan.
- ✓ Allocate sufficient resources for the development of the Plan's within their administration and facilitate the participation of technical personnel.
- ✓ Share information on the implementation of the Action Plan, the experiences gained and the identified best practices with other participants.

The adhering entity may benefit from the support and dissemination actions described in the Action Plan.

**Signature of the representative person**

To adhere to the Plan, the following requirements must be met:

---

**A**

Be a local entity, a local public sector entity or a statutory institution or body.

**B**

Submit the signed adhesion form, according to the provided model.

**C**

Appoint a representative, who will both lead and coordinate the Plan's development within the representing entity.

The adhering local public entity commits to:

---

**1**

Develop actions following the guidelines and methodology outlined in Chapter 3.

**2**

Facilitate technical participation in the Plan's actions.

**3**

Share information about their own Plan implementation with other participants, including experiences gained and identified best practices.

Department of Climate Action, Food and  
Rural Agenda  
Directorate-General of Environmental Quality and Climate  
Change Environmental Qualification Service

Department of Economy and Finance  
Directorate-General of Public Procurement



**Generalitat  
de Catalunya**



**Catalunya  
2030**