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Contents

Policy Presentation	6
0 Executive Summary	7
1 Introduction	11
2 Context and Starting Point	13
3 The Green Public Procurement Programme of the Basque Country 2020	17
3.1 Goals	17
3.2 Scope	17
3.3 Objectives	18
3.3.1 Process targets: Degree of institutionalisation	18
3.3.2 Outcome targets: Degree of greening	18
3.4 Management model	19
3.4.1 Governance	19
3.4.2 Coordinating the Programme and its participants	21
3.4.3 Deployment of the Strategic Lines and the Measures	22
3.4.4 Measuring results and monitoring of the Programme	22
3.4.5 Implementing the Communication Plan	23
3.5 Strategic lines	24
STRATEGIC LINE: Content and tools for the implementation	24
STRATEGIC LINE: Integration in the procurement procedures	25
STRATEGIC LINE: Training, skills building and awareness raising	25
STRATEGIC LINE: Coordination with the market	26
STRATEGIC LINE: Communication, dissemination and networking	26
Annex I: Individual Policy Fact sheets	28
Annex II: Implementation timeline	48
Annex III.: Adherence Document	49
Annex IV: Contribution of the GPPP to implement the Environmental Framework Programme 2020	53



The Basque Government, in line with the European Union, recognises the importance of public procurement as an instrument for change. Therefore, since 2004, it has included green public procurement criteria in its strategic plans and specific agreements.

The demand for environmentally better products and services by the administration is an important tool to stimulate the supply from the private sector, which, therefore, involves a shift to a much more environmentally respectful market.

The Green Public Procurement Programme of the Basque Country 2020 seeks to establish one of the most important environment goals to be met by the Basque Administration following the Environmental Framework Programme of the Basque Autonomous Community 2020: to achieve an environmentally exemplary administration.

In order to do that, the Green Public Procurement Programme of the Basque Country 2020, the second of its kind passed by the Basque Government,

establishes a framework to mobilise all Basque authorities and ensure that they embrace and take on board environmental considerations in their procurement processes.

I would like to invite all public institutions of our country to commit to the Green Public Procurement Programme, so as to achieve a more efficient and environmentally responsible administration, by means of more efficient use of the resources and the optimisation of the coordination with the market. As a result, we will ensure that the Basque Country is recognised as a benchmark in Green Public Procurement in Southern Europe.

Thanks to the public-private collaboration and the commitment of the administrations, Green Public Procurement is finding its way into the public sector, which is increasingly prioritising the acquisition of environmentally responsible products and services. The benefits of all these endeavours not only impact the public sector itself, but also the competitiveness of our industrial fabric and the wellbeing of society overall.

IÑIGO URKULLU RENTERÍA
The Basque Premier



0. Executive Summary

The Green Public Procurement Programme of the Basque Country 2020 establishes the policy framework needed to mobilise the Basque Administration as a whole and ensure that it embraces and takes onboard environmental criteria in its procurement process.

This Programme strengthens **the commitment and undertaking** of the Basque Government to drive green public procurement as an instrument for change, in keeping with the guidelines laid down in the IV Environmental Framework Programme 2020 of the Basque Country and international and European trends.

At the same time, the Programme provides continuity to a **path** started in 2005 and which has resulted in important milestones and achievements, including:

- The 2008 Government Cabinet Agreement on the incorporation of environmental and social criteria and other public policies into the procurement process by the Government of the Autonomous Community and its public sector.
- The first Green Public Procurement Programme 2011-2014
- The development of different tools and resources for the Basque Authorities.
- Ongoing support for the greening of tender processes for Local Authorities, Provincial Councils and the Basque Government.
- Achieving, as a final result, a current overall green procurement level in the Basque Country that is around 30%.

The lessons learnt along the way in the BAC and the trends of the most advanced international and European authorities in the area have guided the processes to prepare this second Green Public Procurement Programme. The **process** has actively involved 64 departments, entities and authorities from all levels of the Basque Administration and which has enabled to shape a Programme that means a qualitative leap in terms of approach, scope, contents and management.

Goals

The Green Public Procurement Programme of the Basque Country 2020 is aimed at, from a global vision and incorporating the life cycle approach in the contracting processes, **3 main goals**:



- To contribute to achieving a more efficient administration by making more efficient use of the resources.
- To optimise the coordination with the market to guarantee that green public procurement incorporates eco-innovation and to foster a better positioning of Basque companies.
- To ensure that the Basque Country is recognised as a benchmark in the area in Southern Europe, by mobilising all the stakeholders involved.

Scope

This Programme is a **qualitative leap** forward as it encourages the participation, on a voluntary basis, of the Basque authorities overall.

- Basque Government: Ministries and associated entities.
- Provincial Councils: Departments and entities onboard from the provincial public sector.
- Local authorities: Local councils, Supramunicipal associations, etc.

Objectives

Specific objectives are set for each of the authorities onboard for the period 2015-2020, at two levels:

- In process terms, the general objective is to progress towards the institutionalisation of the environmentally responsible procurement.
- And as regards results, in keeping with the guidelines of the Europe Union, the aim is to achieve 50% greening in public procurement by 2020; an objective to be progressively met in 20 product and service groups prioritised by their relevance.

	2016	2018	2020
PROCESS OBJECTIVE	Reviewing the procurement processes and planing measures to optimise and facilitate the integration of environmentally responsible purchasing		Institutionalised green public procurement
OUTCOME TARGET	Inclusion of the environmental criteria in the commonly used procurement tools by the Basque Administration.	50% of the bidding processes of 10 greened product and service groups: <ul style="list-style-type: none"> - paper - computers - printing equipment - cleaning buildings - vehicles - publications - food - gardening - road cleaning - civil works and infrastructures 	50% of the bidding processes of 20 greened product and service groups: <ul style="list-style-type: none"> - the previous 10 plus - building - urban development - waste collection - electricity supply - public transport - courier services - office furniture - textiles - travel - events

Strategic lines

They revolve around **5 strategic lines**, which include a total of 20 measures:

1. Content and tools for the implementation	It is aimed at providing the Administration with the necessary basic resources to, safely, introduce the environmental variable in its procurement processes; and it includes the running of pilot schemes in brand new areas such as eco-innovative and circular purchasing.
2. Integration in the procurement procedures	By analysing the existing procurement tools and procedures, it aims to identify and establish mechanisms that enable the mainstreaming and effective integration of the environmental variable in the procurement.
3. Training, skills building and awareness raising	Training, skills building and awareness raising: it seeks to train the managers of the Basque Administration, at all levels, on the benefits and how to carry out environmentally responsible procurement.
4. Coordination with the market	It seeks to mobilise the Basque private sector and actively involve it in the public procurement process. Basque company will thus be involved early in the process to develop technical criteria and be better positioned in the tender processes of the Basque administration and abroad.
5. Communication, dissemination and networking	Dissemination and networking: it seeks to make the most of the synergies and position the Basque authorities as benchmarks both internally and externally.

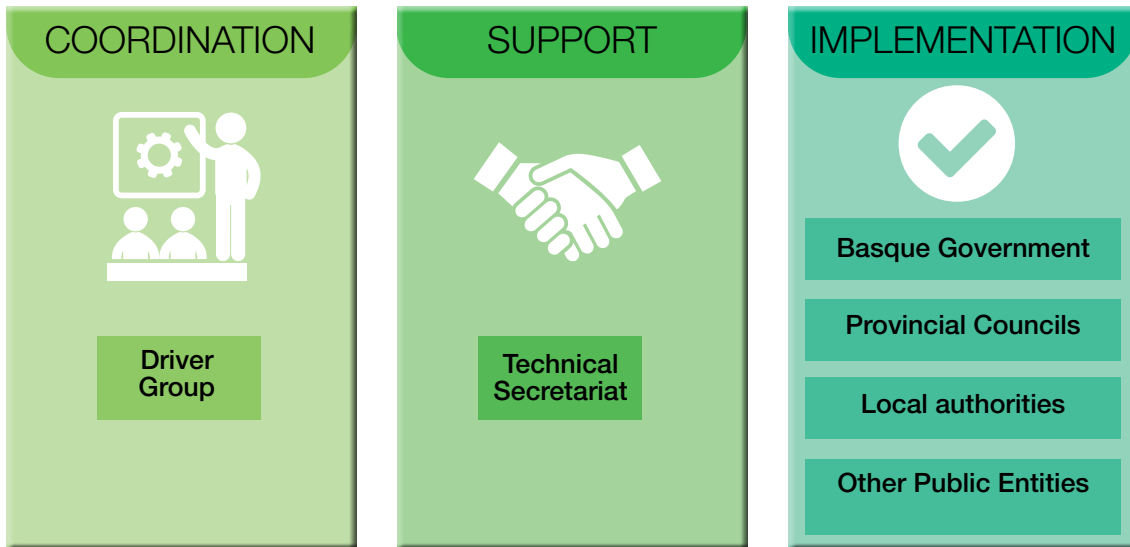
Measuring results

This Programme includes a **monitoring and result measurement system** aimed at discovering the degree of fulfilment of the objectives established and degree of implementation of its measures.

Management model

Finally, the Programme proposes a **governance and management model** based on a participative and cross-cutting system consisting of:

- A driver group, tasked with leading and coordinating the programme.
- A technical secretariat providing support.
- Along with the active participation of the different Basque Administrations involved.



In short, it is a programme that is ambitious and realistic, that was set up with the mission of shaping and achieving some of the most important environmental goals to be attained by the Basque Administration in the period 2015-2020.



1. Introduction

What Green Public Procurement is

The European Commission defines Green Public Procurement 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.”

Public Procurement for a Better Environment,
COM (2008) 400

Green Public Procurement requires criteria to be applied so that the chosen solutions have a lower environmental impact beyond the obligations set in the environmental legislation that any product, service or works must meet; and, as in the case of any procurement, it has to ensure efficient use of public funds.

Throughout the whole Programme we will talk about Green Public Procurement and Purchasing, but sometimes we will also simplify and use the most commonly used term, which is Green Public Procurement. This is in line with the concept and definition originally provided by the European Commission.

What it is taken to mean in the current climate

Spending by the European public sector stands at around 2 billion euros, equivalent to 19% of the GDP of the European Union¹. By applying innovative and green public procurement criteria, the public authorities can use their purchasing power strategically.

The European Union has recognised this role and has integrated commitments in this area to many of its environmental and sustainable development strategies, thus converting public procurement into a key instrument to transform the European economy into a more competitive and environmentally responsible economy, the most recent of which is the Europe 2020 Strategy.

By applying the productivity principles in the use of resources, of the circular economy and of lifecycle perspective, public procurement contributes to better environmental efficiency and in the use of public resources. And consequently, by setting an example, the

¹ European Commission (n.a.) What is GPP?. http://ec.europa.eu/environment/gpp/what_en.htm



public sector acts as a driving force for the private sector and at grassroots levels.

These new approaches in sustainable production and consumption policies and the reform of the public procurement European Directives have turned public procurement into one of the key policy strategy instruments.

What the associated benefits are

Applying environmental criteria in public procurement not only means environmental, but also economic and social benefits both for the administration and for the private sector and society.

Benefits for the public sector:

- It increases transparency and efficiency
- It allows assumed environmental goals to be achieved and reduce environmental impacts
- It fosters economic savings by considering life cycle costs
- It helps to maintain a healthy working environment
- It improves the public image and reflects the exemplary nature towards private consumers

Benefits for the private sector:

- It offers incentives to industry to innovate and be more competitive
- It drives innovation in products and services
- It strengthens the local economy
- It helps to establish environmental standards for products and services

Benefits for society:

- It reduces the price of environmental technologies and products
- It improves the quality of life of the general public by cutting environmental impacts
- It establishes a link between entrepreneurship and employment
- It increases environmental awareness



Ihobe (2014).
Benefits of Environmentally
Sustainable Public Procurement.





2. Context and Starting Point

Place in European policies

In recent years, the role of Public Procurement has evolved and it is now considered a key instrument to drive innovation, social and environmental policies.

Europe 2020, the strategy to generate smart, sustainable and inclusive growth in the European Union, includes 7 “flagship initiatives” in priority areas. These include innovation, industrial policy and the efficient use of resources. The “A resource-efficient Europe” flagship initiative introduces a series of proposals and measures – such as the use of public procurement – to:

- Decouple economic growth from the use of material resources (by means of consumption and production policies).
- Promote a circular economy, a consumption and production system where waste becomes resources (by means of waste prevention policies and recovering and reusing materials).
- Progress towards a low-carbon economy (by means of energy policies).

These goals are transferred to public procurement by means of introducing new contracting approaches, such as the “circular purchasing,” where the contracting processes are redesigned to close the cycle of the materials (e.g. buying working clothes with a percentage of recycled fibres from the replacement uniforms); or shifting from purchasing products to contracting services to make a more efficient use of the resources (e.g. leasing carpets instead of buying them).

The **reform of Public Procurement directives**² reinforces this role of public procurement as a policy strategy instrument. The new Directives foster access of small and medium-sized companies to public procurement and facilitate the implementation of environmental policies, social integration and innovation. The new features of the reform include the possibility of:

- considering the costs of the whole life cycle, both the internal (use, maintenance, and

² DIRECTIVE 2014/24/EU OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 26 February 2014 on public procurement and repealing Directive 2004/18/EC
DIRECTIVE 2014/25/EU OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 26 February 2014 on procurement by entities operating in the water, energy, transport and postal services sectors and repealing Directive 2004/17/EC



managing products in disuse) and external costs associated to the environmental impacts generated (for example, by including the costs associated to greenhouse gas emissions);

- including criteria linked to the process to produce products and services, even if they do not form part of their material substance;
- or the possibility of requiring specific labels that certify the social and environmental characteristics of any other type of goods, works or services.

International trends

The countries with more experience in socially responsible and/or environmental public procurement are increasingly integrating those aspects in their **global public procurement strategies**, by combining the environment, innovation and other public policies. Some key aspects that allow a better cost-effective ratio to be achieved are:

- Defining clear political targets against which to assess the progress (both of the degree of institutionalisation and the degree of greening of the purchases and contracting).
- Analysing and defining needs, including early consultation with the market.
- Simplifying the environmental criteria and prioritising the use of the most relevant environmental criteria.
- Greater use of functional criteria instead of descriptive criteria.
- Driving centralised purchasing by means of framework agreements, purchasing groups and joint purchasing.
- Integration in the existing procurement internal tools and processes, such as electronic procurement systems, standard specification or product catalogues, in order to drive implementation and streamline the subsequent monitoring.

Place in the Environmental Framework Programme 2020 of the Basque Country

The Environmental Framework Programme 2020 of the Basque Country (EFP 2020) is a qualitative leap in environmental policy, by associating the environment to social and economic prosperity by means of developing an innovative, green and competitive economy that incorporate the resource efficiency and low carbon principles.

This Green Procurement Programme of the Basque Country is mainly linked to the following strategic objectives of the EFP 2020:

- Objective 2: To progress towards a resource-efficient, low carbon, innovative and competitive economy.

- Objective 4: To increase the sustainability of the territory.
- Objective 5: To guarantee the coherence of the policies by intensifying environmental integration.

Apart from the 6 strategic objectives, the EFP 2020 defines 6 flagship initiatives as drivers to change the environmental policy, which address the future challenges from the collaborative and joint vision of the Basque Government, and which require the co-leadership of different Ministries. One of the Flagship Initiatives is the “Environmentally Exemplary Administration”, whose outcomes include the approval of the Green Public Procurement Programme of the Basque Country 2020 and achieving the green procurement targets recommended by the European Union.

Track record and ground covered in the Basque Country

The Basque Government likewise recognises the importance of procurement as a means of change and since 2004, green public procurement is included in different strategic plans and specific agreements, such as the EFP 2007-2010, the 2008 Government Cabinet Agreement on the incorporation of environmental and social criteria and other public policies in the procurement process of the Administration of the Autonomous Community and its public sector or the Government Programme 2012-2016.

In tandem, since 2005, the Basque Government’s Ministry for the Environment and Territorial Policy, through Ihobe, has been offering tools and support to the Basque authorities to introduce the environmental perspective in the procurement process to meet political commitments.

The I Green Public Procurement Programme 2011-2014 was approved in 2011. The Programme has helped to open up the way and to ensure that green public procurement is present in the language and in political discourse. The programme manages to establish clear objectives regarding the desired greening levels, also stressing the technical progress made with the establishing of benchmark criteria (Green Public Procurement Manual). In quantitative terms, the overall level of green procurement of the Basque Government stands at around 30%, a value that is not insignificant if we consider that not all procurement can be greened and that we are in an unfavourable economic climate.

Advising on the greening of specifications and training stand out as the main needs to extend green procurement in organisations. Since 2005, over 80 different public entities at all levels of the Basque Administration have sought support to incorporate environmental clauses in their procurement processes. This shows the interest and willingness in this regard, not only of the Basque Government, but also the rest of the administration, such as Provincial Councils and Local Authorities. However, even though progress has been made, the different stakeholders have to continue to be mobilized to ensure that environmentally responsible purchasing is totally institutionalised throughout the whole Basque Administration.

In the **reflection and brainstorming meetings** with Basque authorities at all levels (Basque Government, Provincial Councils and local government, a total of 65 entities) to

produce this Programme, the following concerns and proposals were gathered to prepare the 2nd Programme:

- Expand the 2nd Programme to the whole Basque Public Administration so that it is a nation-building programme that mobilises all the stakeholders and consolidates green public procurement.
- Set process and outcome targets.
- Establish the Green Public Procurement Manual as the technical benchmark, streamlining it to better define the effort required and launching a clear message to the market.
- Arrange opportunities for brainstorming, working together and recognising best practices.
- Ensure training, advisory and market coordination measures.
- Include highly effective multiplying actions (e.g.: centralised purchasing) and pilot schemes in new spheres (circular purchasing, application of life cycle costs or eco-innovation procurement).
- Optimise the monitoring system so that it is more efficient, by integrating it in the existing platforms and tools.

This Programme applies a global vision and introduces the life cycle approach in the procurement processes. This seeks to find environmentally more respectful solutions that foster both the efficient use of the natural resources through eco-innovation and economic efficiency of public spending. Thus, and taking into consideration the lessons learnt from the first Programme and the recommendations of the reflection and feedback sessions, the Programme is aligned with the international and European trends in this regard and the framework of the IV Environmental Framework Programme 2020.





3.

The Green Public Procurement Programme of the Basque Country 2020

3.1 Goals

The general goals of this Programme are to:

- Contribute to achieving a more efficient administration and which makes more efficient use of the resources, by improving the procurement processes and systematizing the incorporation of the environmental variable in them.
- Optimise the coordination with the market to guarantee that green public procurement includes eco-innovation in a broader sense and so that Basque companies can be better positioned both in the Basque Country and abroad.
- Achieve the commitment of all levels of the Basque Administration in an integral and effective way.

3.2 Scope

The I Green Public Procurement Programme focused on the Ministries of the Basque Government and their associated entities, even though it did invite the other Basque authorities to become involved.

This second Programme embraces the whole Basque Public Administration, without distinctions, in order to: send a unified message to the market and to society; showcase the attitude of the administration setting an example overall and in other nation-building plans and programmes; and promote procurement with sustainability criteria in the private sector and citizenry.

Thus, the scope of all Basque public authorities which sign up to this Programme is:

- Basque Government (Ministries and associated entities)
- Provincial Councils (Departments and entities signed up from the provincial public sector)
- Local Authorities (Local Councils, Supramunicipal Associations, etc.)
- Other public entities



3.3 Objectives

This Programme establishes two types of objectives to be attained by each of the participating administrations that are signed up and committed to green public procurement:

- Process targets, that is, for the institutionalization of green public procurement in the internal management of the organisation.
- Outcome targets, that is, for the effective greening of the procurement of each organisation.

3.3.1 Process targets: Degree of institutionalisation

The main objective is **to progress towards the institutionalisation of green public procurement** in the different participating administrations.

This institutionalisation or embracing of procurement using environmental criteria in the organisations will be measured by means of:

- The appointment of a manager tasked with leading and coordinating the green public procurement actions in the administration (leadership).
- Defining an annual work plan in the prioritised areas in the Programme and in, at least, another sphere of particular interest for each administration (planning).
- Analysing and integrating green public procurement in the procedures and tools existing in the administration (integration).
- The number of staff involved in contracting (from technical services to intervention) trained in the subject (training).
- The presentation of results by means of monitoring the degree of greening the contracting (measurement).

3.3.2 Outcome targets: Degree of greening

The aim is to achieve a **degree of greening in public procurement of 50% by 2020**, a general target set across the European Union.

This target will be calculated with regard to the tenders for prioritized product and service groups in the Programme and will be measured both in economic volume and in number of tenders. Product and service groups specified in this programme have been prioritised according to the European Commission guidelines, as well as acknowledging the priorities of the environmental policies implemented in the Basque Country, therefore ensuring the inclusion of special interest categories for all levels of the administration.

All the participating authorities will have to reach at least 50% greened procurement for the 10 prioritized product groups by 2018 and also 50% for the 20 prioritized groups by 2020.

Additionally, each authority will have to set individual targets for at least another product

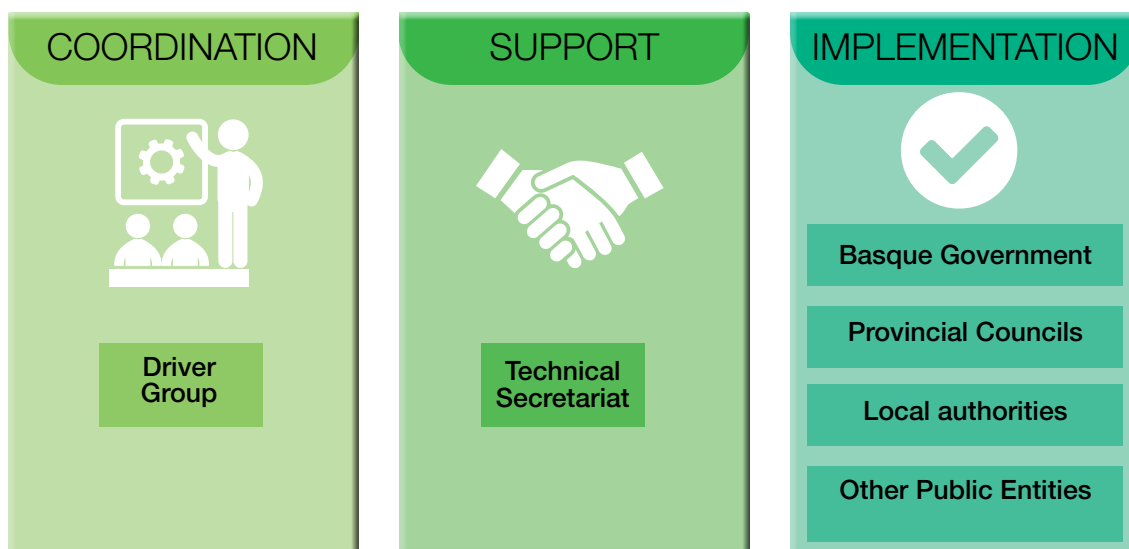
and service group that, even though it has not been prioritised by the Programme, is of specific and/or special interest for that organisation. The 50% target is the minimum to be achieved and the authorities can also set higher targets to show leadership beyond the target required in the Programme.

	2016	2018	2020
PROCESS OBJECTIVE	Reviewing the procurement processes and planing measures to optimise and facilitate the integration of environmentally responsible purchasing		Institutionalised green public procurement
OUTCOME TARGET	Inclusion of the environmental criteria in the commonly used procurement tools by the Basque Administration.	50% of the bidding processes of 10 greened product and service groups: <ul style="list-style-type: none"> - paper - computers - printing equipment - cleaning buildings - vehicles - publications - food - gardening - road cleaning - civil works and infrastructures 	50% of the bidding processes of 20 greened product and service groups: <ul style="list-style-type: none"> - the previous 10 plus - building - urban development - waste collection - electricity supply - public transport - courier services - office furniture - textiles - travel - events

3.4 Management model

3.4.1 Governance

The governance and management model of the Programme is established by means of a participatory and cross-cutting system that will involve the main authorities coming under the Programme. This is the management structure of this programme:



INTERDEPARTMENTAL GROUP FOR GREEN PUBLIC PROCUREMENT (DRIVER GROUP)

The creation of the interdepartmental group or Driver Group will bring their members to lead by example before the Basque administration. Given their procurement capacities and leadership role, the Driver Group will be initially made up of representatives of the Basque Government's Ministries of Environment and Territorial Policy, Treasury and Finances, Employment and Social Policies, Home Office, Education, Language Policy and Culture, and Health, as well as representatives of the public entities Osakidetza (Basque Health Service), VISESA (Public Society for Housing), EITB (Basque Public Broadcasting), and Eusko Trenbideak (Basque Rail Network).

Their main functions are:

1. Leading and coordinating the deployment of the Programme by means of annual plans of action.
2. Firmly executing their commitment to Green Public Procurement so as to set example for all levels of Basque administration.
3. Defining improvement measures according to the annual outcomes and petitions received to meet the identified challenges and to thus be able to ensure compliance of the commitment acquired in the Programme.

The interdepartmental group or Driver Group will be joined by representatives of other levels of the Basque Administration (County Councils and Local Authorities) as those institutions formally support the Programme.

TECHNICAL SECRETARIAT

This role is assumed by the Ministry for the Environment and Territorial Policy of the Basque Government, through Ihobe, its Environmental Management Company.

The duties involve driving and deploying the measures of the Programme at a practical level, along with carrying out management and administrative tasks arising from the coordination of the Driver Group and the participating administrations.

PARTICIPATING ADMINISTRATIONS

They are the authorities of the Basque Country interested in participating in the Green Public Procurement Programme of the Basque Country 2020.

Their participation involves the signing of an adherence document (Annex III), where they undertake to:

1. Establish an annual work plan in the prioritised areas in the Programme and in, at least, another sphere of particular interest for the organisation.
2. Analyse and integrate green public procurement in the procedures and tools existing in the administration.

3. Organise training and skills-building of the staff involved and share the best practices and experiences with other authorities.
4. Carry out the annual monitoring and send the results of the work carried out to the Technical Secretariat.

The implementation of the tasks set out below will have to be guaranteed from among all those stakeholders taking part in this programme:

- **Coordinating** the Programme and its participants
- Deployment of the **Strategic Lines** and the measures included in them
- **Measuring** results and **monitoring** of the Programme
- Implementing the **Communication** Plan of the Programme

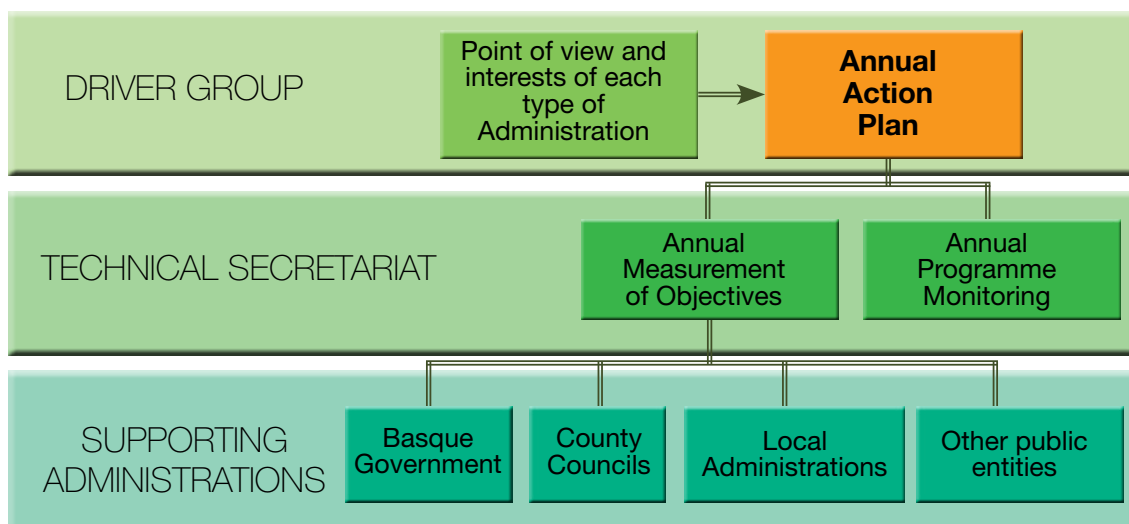
3.4.2 Coordinating the Programme and its participants

The coordination between the measures of the Programme and among all the participating administrations will be ensured by means of exchange and/or coordination meetings.

Driver Group: It will meet annually to exercise the coordination function of the Programme itself effectively.

Technical Secretariat: It will be in charge of the coordination among all the participating stakeholders of the programme, Driver Group and the Participating or Member Administrations.

Participating Administrations: The coordination between the participating administrations will be carried out by means of peer-to-peer groups that will meet periodically. The groups will be thematic or by type of organisation to address the objectives of the Programme by the relevant technical staff in each member administration. The aim is to fully exploit the synergies among the participating stakeholders and involve a greater number of public sector workers to create greater participation and dynamism in the organisations.



3.4.3 Deployment of the Strategic Lines and the Measures

The Green Public Procurement Programme of the Basque Country 2020 is underpinned by the following five strategic lines, which enable their deployment and ensure that the objectives established in the Programme will be achieved:

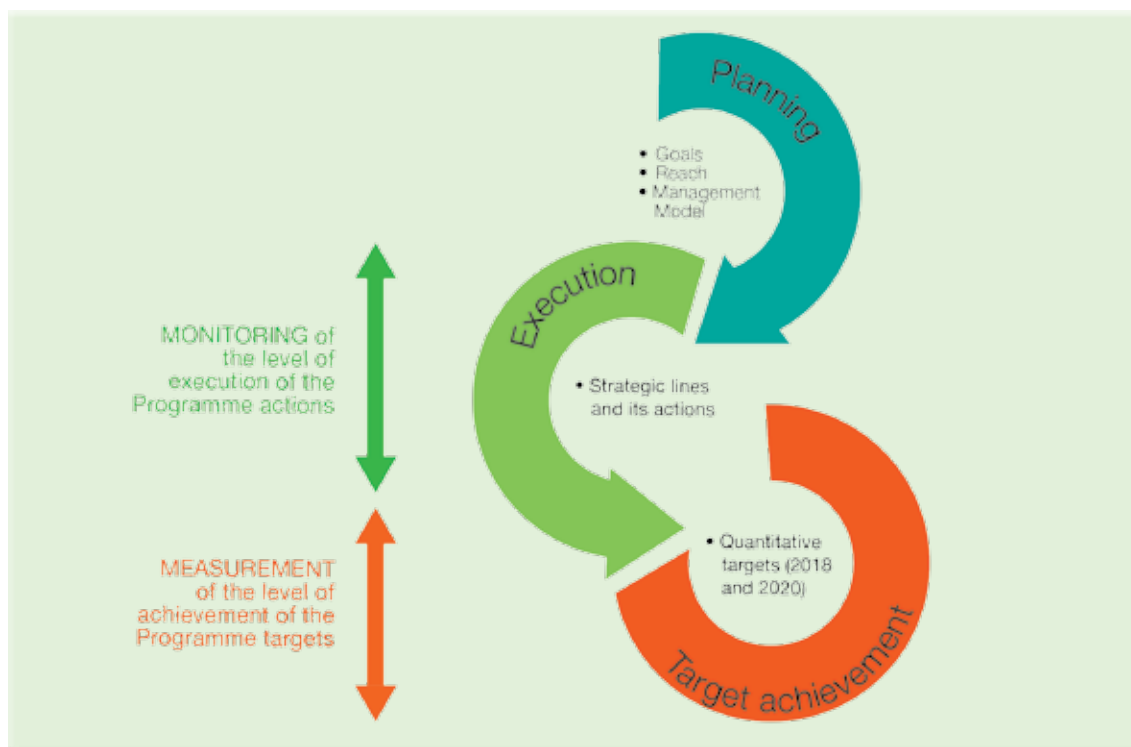
- Content and tools for the implementation
- Integration in the procurement procedures
- Training and Skills Building
- Coordination with the market
- Communication, dissemination and networking

Each Strategy Line consists of a series of specific measures that are described briefly in Point 3.5 and in details in the individual fact sheets in Annex I.

3.4.4 Measuring results and monitoring of the Programme

The Green Public Procurement Programme of the Basque Country 2020 will be assessed annually and two aspects will be considered:

- Degree of achievement of the objectives for the participating administrations established in the Programme.
- Degree of implementation of the measures set out in the Programme itself.



Measuring the degree of achievement of the objectives of the Programme

The monitoring of the degree of achievement of the green public procurement outcomes and process targets of the Programme will be performed at the start of the year following the year to be measured, from 2016 onwards.

The Technical Secretariat will be tasked with the monitoring and will aggregate the results for the Basque Government (all the Ministries and the main publicly-owned companies). The other participating administrations will carry out the monitoring in their respective organisations and will report the results to the Technical Secretariat using a standardised format.

The Technical Secretariat will produce an annual report with the aggregate results, the progress in the achievement of the targets of the Programme and, should the methodology so allow, the estimation of the environmental benefits achieved. The report will be published during the first quarter of the year in question.

According to the results, the Technical Secretariat along with the rest of the Driver Group will propose specific support measures as part of the implementation plan for the year in question.

In order to establish a robust measuring methodology that is as simple and straightforward as possible, during 2015, the Technical Secretariat will review: the recommendations in the area of the European Commission and the international community – the UN Ten-Year Framework Programme on Sustainable Public Procurement; the recommendations in the monitoring reports of the I Green Public Procurement Programme, and the existing tools of the Basque Government. This analysis will be used to propose a standardised methodology to be implemented from 2016 to monitor the degree of compliance of the objectives of the Programme.

The analysis will also include a review of the methodology to estimate the benefits of green public procurement.

Monitoring the degree of implementation of the measures of the Programme

Apart from the quantitative measuring of the degree of achievement of the objectives of the Programme, there will also be the monitoring of the degree of implementation of all the measures contained in its different strategic lines. This monitoring will be performed by the Technical Secretariat at the end of each tax year.

The outcomes and degree of implementation will be set out in a report, and using the results obtained, the Driver Group, at the proposal of the Technical Secretariat, will draft the plan of action for the current year.

3.4.5 Implementing the Communication Plan

To strengthen the coordination between the participating administrations, keep the interest in the Programme and manage to reach more entities and stakeholders, communication measures will be established for the Programme which will ensure, on the one

hand, that the information reaches all the participating entities and, on the other hand, the active and two-way communication of all of them in the programme.

Communicating the Programme: To ensure that all the authorities know this Programme and to avoid information loss with change of staff, the Technical Secretariat will be tasked with:

- Preparing a dissemination plan so that, right from the start, all the authorities are aware of the Green Public Procurement Programme 2020 and the possibility to sign up to it.
- Reminding the authorities every year of the availability of support services and resources to implement the Programme, along with its existence

Communication among Participating Administrations: The Technical Secretariat will establish the channels needed for all the member authorities to be able to send and receive information related to the deployment of the Programme.

3.5 Strategic lines

The Green Public Procurement Programme of the Basque Country 2020 is divided into five strategic lines which are described below:

STRATEGIC LINE: Content and tools for the implementation

This line aims to provide the Basque Public Administration with the basic resources needed to, securely, introduce the environmental variable in its procurement processes.

Having straightforward criteria for the greening of the procurement processes and a customized support service ensures the secure and progressive integration of environmental aspects into procurement. Its implementation can be constructed and extended on this basis.

Furthermore, the running of pilot schemes in new spheres (such as low carbon, eco-innovative, circular purchasing, etc.) will allow the necessary knowledge to be gathered to progress towards the targets established in the Europe 2020 Strategy.

The measures in this line are as follows:

1. Updating and expanding the Green Public Procurement Manual by means of simplifying the existing criteria and preparing criteria for other product/service groups of a special impact or interest.
2. Developing updated example-specifications for the products/services prioritized in the Programme.
3. Launching pilot schemes in new areas (purchasing that is circular, eco-innovative, according to functional requirements, low carbon, considering life cycle costs, etc.) to progress in this regard with our sights on 2020.
4. Offering customized technical support both regarding improving processes for the

institutionalisation of green public procurement and in tendering processes (greening, valuation and monitoring).

5. Adapting the criteria for products and services developed in the framework of the Green Public Procurement Manual to the direct purchasing or private perspective.

STRATEGIC LINE: Integration in the procurement procedures

By analysing the existing procurement tools and procedures, it aims to identify and establish mechanisms that enable the cross-cutting and effective integration of the environmental variable in the procurement process.

The integration seeks to multiply the environmentally respectful purchases, maintain them in time and facilitate the monitoring work so that the environmental variable is incorporated in a standardised manner in the contracting process.

The measures in this line are as follows:

6. Reviewing the existing procurement models and tools to integrate the environmental variable efficiently both for the implementation and for the monitoring.
7. Redefining green public procurement procedures so that they are mainstreamed within the administration so that new staff can easily know how they operate.
8. Fostering centralized green public procurement in its different options (centralized purchases, framework agreements and purchasing groups) to multiply the outcomes. This may require an exhaustive analysis of the possibilities at different levels.

STRATEGIC LINE: Training, skills building and awareness raising

It aims to train the managers of the public administration, at all levels, on the benefits of environmentally responsible procurement and overcoming the lack of knowledge and awareness-raising to introduce it in practice.

For a real integration of the environmental variable in the procurement, the policy makers have to be aware of how necessary it is to reach a more efficient and exemplary functioning and which helps to achieve priority objectives.

On the other hand, the staff involved in the procurement processes – from the technical services to the intervention and contracting ones – has to acquire the necessary knowledge to integrate the environmental variable throughout the procurement cycle.

And finally, other public sector staff must be aware of these measures and be involved by implementing daily best practices to optimise the results of the purchasing process.

The measures in this line are as follows:

9. Integrating green public procurement in the range of training, by offering 2 courses a year with specific subjects and aimed at different profiles (technical, intervention, procurement, Basque public procurement advisory board).
10. Preparing training modules for the self-learning of the procurement staff within the range of training offered by the Basque Public Administration Institute (IVAP).

11. Carrying out awareness-raising actions at all levels, spheres and for all the stakeholders involved from the administration.

STRATEGIC LINE: Coordination with the market

This strategic line seeks to mobilise the Basque private sector to get it actively involved in the public procurement process and, therefore, so that it can learn in the quickest possible way how to meet the needs of the public administration.

Basque companies will therefore benefit, on the one hand, from being integrated from early on in the development of technical criteria (anticipation) and, on the other hand, from taking part in dialogue processes with the administration to better understand its needs and demands. These dialogue processes along with the other actions of this strategic line aim to train the industry as a whole in a transparent manner, as per the regulatory compliance in public procurement (fair treatment, no discrimination...).

All the measures implemented will be coordinated with the measures developed in the Green Manufacturing Programme or other Programmes aimed at Basque Industry:

12. Involving manufacturers and suppliers in the process to prepare green procurement technical criteria (related to Measure 1) through discussion forums.
13. Bringing suppliers and purchasers together to establish panels for dialogue, exchange and debate.
14. Training the industry in innovative purchasing processes and skills so that companies can make the most of their opportunities.
15. Developing training courses for suppliers so that they learn how to include environmental criteria in their offers.

STRATEGIC LINE: Communication, dissemination and networking

By means of ongoing communication, exchanging best practices and the active participation in networks and groups outside our borders, it seeks to maximise the use of the synergies and position the Basque authorities as benchmarks both domestically and abroad.

Regular dissemination maintains interest in and raises awareness about the subject. Presenting results to the general public increases transparency, credibility and highlights the exemplary role of the administration. Participation in international and European forums, along with the dissemination of best practices, helps to inspect continuous improvement and innovation.

The measures in this line are as follows:

16. Carrying out regular dissemination actions (news and trend reports) to maintain interest and raise awareness about the subject.
17. Disseminating best practices to recognise the endeavours and to set a stronger example.

18. Publishing annual results of the degree of implementation of the Programme and achieving the institutional objectives agreed to show commitment.
19. Actively participating in networks, working parties and projects in the European and/or international arena.



Annex I.

Individual Policy Fact sheets

The fact sheets describing each of the measures included in this Programme, together with the implementation timeline, are set out below.

STRATEGIC LINE	MEASURES
Content and tools for the implementation	1. Updating and expanding the Green Public Procurement Manual
	2. Developing updated example-specifications for the products/ services prioritized in the Programme
	3. Launching pilot schemes in new areas
	4. Offering customized technical support
	5. Adapting the criteria for products and services developed to the direct purchasing or private perspective
Integration in the procurement procedures	6. Reviewing the existing procurement models and tools
	7. Redefining the Green Public Procurement processes
	8. Fostering centralised green public procurement
Training, skills building and awareness raising	9. Integrating green public procurement in the range of training
	10. Preparing self-learning training modules
	11. Organising awareness raising actions
Coordination with the market	12. Involving manufacturers and suppliers in the process to prepare technical criteria
	13. Bringing suppliers and purchasers together
	14. Facilitating participation in innovative purchasing processes
	15. Developing supplier training courses
Communication, dissemination and networking	16. Carrying out regular dissemination actions
	17. Disseminating best practices
	18. Publishing annual results of the degree of implementation of the Programme and achieving the institutional objectives
	19. Actively participating in networks, working parties and projects in the European and/or international arena



STRATEGIC LINE		Content and tools for the implementation		
Measure 1:		Updating and expanding the Green Public Procurement Manual		
<p>Objectives:</p> <ul style="list-style-type: none"> • Updating and simplifying the current Green Public Procurement Practical Manual for more practical and straightforward use. • Expanding the manual to cover product and service groups with a high economic and environmental impact and where the public sector is the main consumer. 				
<p>Description:</p> <p>The current Green Public Procurement Practical Manual and, in particular, the environmental procurement criteria have been and are a benchmark for many of the Basque authorities that implement the environmental variable in their purchasing and contracting procedures.</p> <p>The trend in Europe is to simplify the number of criteria and redefine them in line with the changes, in 2014, to the Procurement Directives. This is also linked to the tracking and monitoring processes of the greening of the procurement process.</p> <p>On the other hand, green public procurement needs to be expanded to sectors where public procurement has a great influence and/or where considerable environmental improvements can be achieved as they are areas with a high impact.</p> <p>The reviewing and improving the manual will consist of:</p> <ul style="list-style-type: none"> – Updating and simplifying the criteria for the existing services and product group, establishing 2-3 mandatory core criteria and other optional ones for excellence. – Including in the criteria fact sheets the means of verification currently in a separate document (<i>checklists</i>) to make them easier to consult and use. – Checking the changes both with the public authorities and with the private sector (Basque manufacturers and suppliers) in feedback forums and brainstorming groups. – Preparing criteria for sectors with a great impact, specifically: civil works and infrastructures (e.g. to foster the reuse of rubble or demolition and construction waste), electricity, transport service, waste collection and road cleaning services (to contribute to improve the air quality and reduce CO₂ emissions). 				
Entity responsible:	Ihobe		Other stakeholders involved:	Member administrations Manufacturers and suppliers
Interrelation with others measures of the Programme:	2, 4, 5, 10, 11, 12, 13, 16, 17, 19		Contribution to the objectives of the EFP 2020:	Lines of action: 1.1/ 1.3/ 2.1/ 2.3/ 4.1/ 4.4/ 4.5/ 5.1/ 5.2/
Monitoring indicator:	% of the product and service groups prioritised in the Programme with reviewed and/or developed criteria			
Implementation:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Implementation Year(s): 2016
	Not started	Underway	Finished	

STRATEGIC LINE		Content and tools for the implementation		
Measure 2:		Developing updated example-specifications for the products/ services prioritized in the Programme		
Objectives:				
<ul style="list-style-type: none"> To set out in one of the basic contracting documents (the specifications) how to introduce environmental criteria from the Green Public Procurement Practical Manual 				
Description:				
<p>The criteria of the Green Public Procurement Practical Manual have been prepared in line with the guidelines set by the Public Sector Contracts Act so that the criteria can be directly included in the procurement specifications in an unhindered way.</p> <p>Despite this, some those authorities still find it difficult to introduce them efficiently in their tendering processes. The procurement managers often analyse the specifications with environmental criteria published by other authorities to check that the steps have been performed correctly and to gain in confidence in this task. On other occasions, they also ask for standard specifications that can be adapted, to that they can used them for their own tendering processes.</p> <p>Given that this need has been detected and to achieve the targets of the Programme, this measure develops example-specifications for the products and services prioritised in the Programme. The example-specifications will be developed using the terms used in successful tendering processes by a participating authority by incorporating the environmental criteria of the manual in their basic and advanced standards.</p>				
Entity responsible:	Ihobe		Other stakeholders involved:	Member administrations
Interrelation with others measures of the Programme:	1, 4, 10, 11, 16, 17, 19		Contribution to the objectives of the EFP 2020:	Lines of Action : 4.5/ 5.2
Monitoring indicator:	% of prioritised groups in the Programme with available example-specification			
Implementation:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Implementation Year(s): 2016-2018
	Not started	Underway	Finished	

STRATEGIC LINE		Content and tools for the implementation			
Measure 3:		Launching pilot schemes in new areas			
<p>Objectives:</p> <ul style="list-style-type: none"> • To gain experience in the application of new public procurement practices and approaches that foster the efficiency of the resources and eco-innovation. • To share the lessons learnt to progress in the area and to be positioned as a benchmark in Southern Europe. 					
<p>Description:</p> <p>The current legal framework already envisages the possibility of eco-innovative contracting and contracting taking into account the costs of the whole life cycle (as the Vehicles Directive establishes). The amending of the Procurement Directives will further facilitate the introduction of new approaches and practices in public procurement for it to contribute more directly to the objectives of innovative, sustainable and smart development of the European Union.</p> <p>Those approaches include innovation and pre-commercial contracting, circular procurement, according to functional requirements or considering the life cycle costs (both of property and associated to the internalisation of the environmental externalities).</p> <p>Despite the opportunities, the majority of those approaches lacks direct real experience of the Basque authorities on how to apply those new approaches and associated procurement procedures. The following actions will be implemented to gain this knowledge in order to expand those practices in 2020:</p> <ul style="list-style-type: none"> – Organising working parties for each of these thematic areas. – Running at least one pilot tendering process by applying those new approaches (by one of the authorities participating in the working parties or interested in the subject area). – Preparing information reports, in the shape of case studies, with the summary of the process, outcomes and lessons learnt. – Disseminating the actions and outcomes to foster their replication. 					
Entity responsible:	Ihobe		Other stakeholders involved:	Member administrations Basque companies	
Interrelation with others measures of the Programme:	4, 14, 15, 17, 18, 19, 20		Contribution to the objectives of the EFP 2020:	Lines of Action : 2.1/ 2.3/ 2.4/ 5.3/ 6.1	
Monitoring indicator:	No. of pilot schemes run and documented (annual and accumulated)				
Implementation:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Implementation Year(s):	2017-2020
	Not started	Underway	Finished		

STRATEGIC LINE		Content and tools for the implementation			
Measure 4:		Offering customized technical support			
<p>Objectives:</p> <ul style="list-style-type: none"> • To assist the Basque authorities with facilitating the introduction of the environmental perspective in their procurement procedures and actions to expand its implementation. • To provide a service focused on obtaining real results. 					
<p>Description:</p> <p>One of the needs that the Basque authorities have identified in the monitoring reports of the Government Agreement and the I Basque Public Procurement Programme, as well as in the brainstorming sessions, is the customized technical support to implement environmental responsibility in their procurement processes.</p> <p>Ihobe has been offering this customized advisory service since 2005 and, thanks to it, many authorities have introduced environmental criteria in their purchasing and tendering processes.</p> <p>This measure provides continuity to the Ihobe work aimed at meeting the specific needs and demands of Basque public authorities in this area and it will be focusing on providing support to:</p> <ul style="list-style-type: none"> – Improving internal procedures to increase the institutionalisation of green public procurement in the organisations. – Introducing the environmental variable in the procurement processes by defining needs, greening procurement specifications, assessing the bids received and, as applicable, in the monitoring of the compliance of the environmental requirements that the successful bidder(s) undertake to meet. – Any other demand, related to green public procurement, that the authorities may make. 					
Entity responsible:	Ihobe		Other stakeholders involved:	Member administrations Basque companies	
Interrelation with others measures of the Programme:	1, 2, 3, 5, 6, 7, 8, 17, 18, 19		Contribution to the objectives of the EFP 2020:	Lines of Action : 4.1/ 4.4/ 4.5/ 5.2	
Monitoring indicator:	No. of requests received and response % (annual and accumulated)				
Implementation:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Implementation Year(s):	2016-2020
	Not started	Underway	Finished		

STRATEGIC LINE		Content and tools for the implementation		
Measure 5:		Adapting the criteria for products and services developed to the direct purchasing or private perspective		
Objectives:				
<ul style="list-style-type: none"> • To offer green public procurement resources also in the cases of direct purchasing (by the administration) and/or private purchasing (for companies). 				
Description:				
<p>Not all procurement by the administration is carried out by means of tendering processes with procurement specifications. One part, and an important one in the case of small authorities, is performed by means of minor contracts and direct purchasing orders.</p> <p>This action seeks to offer responsible procurement resources so that also smaller administrations can easily act on their joint responsibility.</p> <p>In addition, and even if it is not within the scope of this programme, the results of this action can also be applied to the private purchasing perspective, as the business sector is not subject to certain restrictions that the public sector has to necessarily meet.</p> <p>This measure will thus focus on:</p> <ul style="list-style-type: none"> – Adapting the already available material for private and/or direct purchasing to update the Green Public Procurement Manual (Measure 1) – Developing new fact sheets and resources for the new product and service groups for which criteria have been developed (as part of Measure 1) – Checking the review with the authorities and, above all, the companies involved in this area 				
Entity responsible:	Ihobe		Other stakeholders involved:	Member administrations Private companies
Interrelation with others measures of the Programme:	1, 4, 10, 11, 12, 13, 16, 17, 19		Contribution to the objectives of the EFP 2020:	Lines of Action: 2.1/ 2.3/ 4.5/ 5.1/ 5.2/
Monitoring indicator:	% of group in the manual for which fact sheets have been prepared for private and/or direct purchasing.			
Implementation:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Implementation Year(s):
	Not started	Underway	Finished	

STRATEGIC LINE		Integration in the procurement procedures			
Measure 6:		Reviewing the existing procurement models and tools			
<p>Objectives:</p> <ul style="list-style-type: none"> • To optimise the integration of the environmental variable in the existing procurement models and tools. • To facilitate the monitoring of green public procurement and, therefore, of the compliance of the objectives of the Programme. 					
<p>Description:</p> <p>The public sector, and in particularly the Basque Government, has different tools such as standard specifications, procurement platforms (such as ATRIO or REVASCON), etc to implement the procurement measures. They are used to collect information that enables it to be monitored a posteriori.</p> <p>For green public procurement to be an intrinsic part of the procurement processes, the variable must not only be integrated in the procedures (Measure 7), but it must also be integrated in the standard procurement tools.</p> <p>Therefore, each participating authority will:</p> <ul style="list-style-type: none"> – Analyse the tools existing in its organisation. – Identify possibilities of introducing the environmental variable in them. – Prioritize measures for the progressive integration of the environmental variable. – Effective integrate environmental aspects in existing tools. <p>At Basque Government level, this measure is implemented by the Ministry for the Treasury and Finance in conjunction with Ihobe.</p> <p>In the participating administrations, the administrations themselves will implement this measure and Ihobe will offer support through support services and peer-to-peer groups.</p>					
Entity responsible:	Ministry for the Treasury and Finances Member administrations	Other stakeholders involved:	Ihobe		
Interrelation with others measures of the Programme:	4, 7, 8, 9, 17, 18, 19	Contribution to the objectives of the EFP 2020:	Lines of Action: 4.5/ 5.1/ 5.2		
Monitoring indicator:	No. and % of participating administrations that have implemented the measure.				
Implementation:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Implementation Year(s):	2016 (the first year of participating in the Programme)
	Not started	Underway	Finished		

STRATEGIC LINE		Integration in the procurement procedures			
Measure 7:		Redefining the Green Public Procurement processes			
<p>Objectives:</p> <ul style="list-style-type: none"> • To ensure the systematic integration of the environmental aspect in the procurement processes of the organisations. • To guarantee standardisation across the board including existing staff and newcomers. 					
<p>Description:</p> <p>For green public procurement to be standardised and taken on board in the organisations, environmental considerations need to be part of the standard processes and procedures that each administration has in this regard, such as in-company procurement instructions.</p> <p>This not only leads to more efficient and effective specifications and purchasing, but it also ensures knowledge transfer and continuity even when new people join the staff involved in those processes (both technical and administrative).</p> <p>Therefore, each participating administration in the Programme must:</p> <ul style="list-style-type: none"> – Adapt its procurement procedures to introduce the environmental variable in the different product and services procurement processes, and/or – Define those procedures if the administration still does not have them, and – Inform all the people involved in procurement of the new procedures and organise training as necessary. <p>At Basque Government level, this measure is implemented by the Ministry for the Treasury and Finance in conjunction with Ihobe.</p> <p>In the participating administrations, the administrations themselves will implement this measure and Ihobe will offer support through support services and peer-to-peer groups.</p>					
Entity responsible:	Ministry for the Treasury and Finances Member administrations	Other stakeholders involved:	Ihobe		
Interrelation with others measures of the Programme:	4, 6, 8, 9, 17, 18, 19	Contribution to the objectives of the EFP 2020:	Lines of Action: 4.5/ 5.1/ 5.2		
Monitoring indicator:	No. and % of participating administrations with green public procurement procedures				
Implementation:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Implementation Year(s):	2016-2017
	Not started	Underway	Finished		

STRATEGIC LINE		Integration in the procurement procedures		
Measure 8:		Fostering centralised green public procurement		
Objectives:				
<ul style="list-style-type: none"> • To optimise and streamline the procurement process with environmental criteria by means of more optimised and efficient management. 				
Description:				
<p>One of the strategies to optimise the procurement of certain product and service groups is to centralise their procurement in its different methods (centralised purchasing, framework agreements and purchasing groups).</p> <p>Centralising the procurement processes, together with the introduction of environmental criteria in them, allows the procurement results to be improved and multiply the benefits of environmentally responsible procurement efficiently.</p> <p>The following actions will be carried out to drive centralised environmental procurement:</p> <ul style="list-style-type: none"> – Analysing the different existing centralising procurement models. – Greening by the Ministry for the Treasury and Finances of the procurement already centralised in the Basque Government. – Working with the Ministry for the Treasury and Finances to study the possibility of expanding the centralised purchasing beyond what is currently being carried out, both in centralised product groups and in administrations that may benefit. – Promoting purchasing groups locally (Provincial Council, district and/or municipal). 				
Entity responsible:	Ihobe		Other stakeholders involved:	Ministry for the Treasury and Finances Member administrations
Interrelation with others measures of the Programme:	4, 6, 7, 14, 17, 18, 19		Contribution to the objectives of the EFP 2020:	Lines of Action: 4.1/ 4.5 / 5.1 / 5.2
Monitoring indicator:	No. of actions to promote joint purchases carried out. No. of centralized purchases and/or established purchasing groups.			
Implementation:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Implementation Year(s):
	Not started	Underway	Finished	

STRATEGIC LINE		Training, skills building and awareness raising			
Measure 9:		Integrating green public procurement in the range of training			
Objectives:					
<ul style="list-style-type: none"> To train all the staff involved in public procurement to carry out procurement with environmental criteria autonomously and safely. 					
Description:					
<p>One of the key aspects for the successful implementation of the environmental variable in the public procurement process is the training and skills-building of the staff of the administration, in so far as it helps to eliminate one of the main barriers to green public procurement, that is, lack of knowledge.</p> <p>Different professionals take part in the procurement processes depending on the product or service to be contracted. Their training is therefore fundamental for the process to be straightforward and effective.</p> <p>Therefore, in the framework of the Programme, 2 courses will be run each year on the transfer of advanced knowledge, problem solving, practical application and exchanging experiences. Those courses provide continuity to those already organised in this respect by lhobe and IVAP.</p> <p>The theme of each course will be specific according to the profile and interests of the participants (technical services, procurement technicians, etc.) and will be underpinned by a participatory and practical approach that allows participants to acquire the necessary skills for efficient green public procurement.</p>					
Entity responsible:	lhobe	Other stakeholders involved:	IVAP Member administrations		
Interrelation with others measures of the Programme:	1, 5, 11, 16, 17, 18, 19	Contribution to the objectives of the EFP 2020:	Lines of Action: 4.1 / 5.1 / 5.4		
Monitoring indicator:	No. of training courses offered per year and in total No. of participants in the training courses % of participants that positively rate the training received.				
Implementation:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Implementation Year(s):	2016-2020
	Not started	Underway	Finished		

STRATEGIC LINE	Training, skills building and awareness raising				
Measure 10:	Preparing self-learning training modules				
Objectives:					
<ul style="list-style-type: none"> To provide resources for the autonomous solution of doubts and self-learning in green public procurement of the staff of the administration involved in the procurement process. 					
Description:					
<p>Any newcomer involved in procurement must follow specific training offered by the Basque Institute of the Public Administration (IVAP) to acquire the basic knowledge in the area.</p> <p>Given that public procurement is a very large area, the Programme will prepare green public procurement training models for self-learning, complementary to the green public procurement courses organised annually as part of Measure 10.</p> <p>Those courses will be for newcomers and also for staff with knowledge on the subject, but who wish to consolidate their knowledge and/or clarify specific doubts covered by the material.</p> <p>The green public procurement models will be complementary to the training and materials that the IVAP already has. These will be developed in conjunction with the IVAP to ensure their relevance and complementary nature of all the material already available.</p>					
Entity responsible:	Ihobe	Other stakeholders involved:	IVAP Member administrations		
Interrelation with others measures of the Programme:	1, 5, 10, 16, 17, 18, 19	Contribution to the objectives of the EFP 2020:	Lines of Action: 4.1 / 5.1 / 5.4		
Monitoring indicator:	No. of modules developed No. of participants taking the modules				
Implementation:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Implementation Year(s):	2016-2020
	Not started	Underway	Finished		

STRATEGIC LINE		Training, skills building and awareness raising			
Measure 11:		Organising awareness raising actions			
<p>Objectives:</p> <ul style="list-style-type: none"> • To raise awareness among public sector officials, at all levels, of the importance and real awareness of green public procurement to ensure efficient and effective running. • To raise awareness among all the staff of the habits and good practices to optimise the benefits thanks to the purchasing and use of environmentally better products and services. 					
<p>Description:</p> <p>The staff involved in procurement need, along with training, green procurement to be a clear guideline from the management and political sphere. Therefore, senior officials must be aware of the importance and real benefits that procurement with environmental criteria means for the day-to-day management of the organisation.</p> <p>On the other hand, even though goods and services with better environmental performance are acquired using green procurement, the general management and usage habits are in many cases the ways to optimize the real benefits. Furthermore, good planning and overhauling the needs can maximise the good results of green purchasing even further.</p> <p>Therefore, the Programme will include periodic awareness-raising actions for managers and users at all levels of the administrations. The measures include:</p> <ul style="list-style-type: none"> – Preparing short fact sheets with information to plan, use and manage the purchased or contracted green services and products. – Coordination so that the participating administrations include shortcuts to the green procurement materials available on their Internet portals. – Organising sessions to showcase green procurement and recognise the most committed administrations. 					
Entity responsible:	Ihobe		Other stakeholders involved:	Member administrations	
Interrelation with others measures of the Programme:	1, 5, 17, 18, 19, 20		Contribution to the objectives of the EFP 2020:	Lines of Action: 4.1/ 5.1/ 5.2	
Monitoring indicator:	No. of awareness-raising measures implemented. No. and % of groups of the Manual that have a short fact sheet.				
Implementation:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Implementation Year(s):	2016-2020
	Not started	Underway	Finished		

STRATEGIC LINE		Coordination with the market			
Measure 12:		Involving manufacturers and suppliers in the process to prepare technical criteria			
<p>Objectives:</p> <ul style="list-style-type: none"> • To get the Basque private sector involved in developing the public procurement environmental criteria to optimise the coordination and advance together towards a Basque market that is more competitive, smarter and more sustainable. 					
<p>Description:</p> <p>The success of procurement with environmental criteria requires good coordination between the demand of the authorities and the progress and capacity of the market regarding environmental requirements.</p> <p>To ensure this coordination and driving of the market, forums will be organised under the Programme with Basque manufacturers and suppliers to work together to define and/or review the environmental criteria envisaged in the Green Public Procurement Practical Manual (Measure 1), the benchmark for all Basque authorities.</p> <p>The forums, organised for the product and service groups prioritised in this Programme and for which environmental criteria will be developed (Measure 1) will allow:</p> <ul style="list-style-type: none"> – The Basque business and industrial sector to be informed about the environmental criteria to be driven in all Basque authorities. – Their concerns, progress and validity of the proposed environmental criteria to be discussed with the sector. – The Basque regional market to be stimulated. <p>In addition, the Basque industry will also be able to propose the development of criteria for other product and service groups with proven environmental benefits.</p>					
Entity responsible:	Ihobe		Other stakeholders involved:	Member administrations Basque companies	
Interrelation with others measures of the Programme:	1, 5, 14, 17, 19		Contribution to the objectives of the EFP 2020:	Lines of Action: 2.1 / 2.3 / 2.4 / 5.3 / 5.4	
Monitoring indicator:	No. of forums held No. of participating companies (per forum and in total)				
Implementation:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Implementation Year(s):	2016
	Not started	Underway	Finished		

STRATEGIC LINE		Coordination with the market		
Measure 13:		Bringing suppliers and purchasers together		
<p>Objectives:</p> <ul style="list-style-type: none"> • To facilitate the discussion, brainstorming and solving needs between supply and demand. 				
<p>Description:</p> <p>One of the needs of the public authorities that introduce environmental criteria in their procurement processes is to know the available supply of more environmentally friendly products and services and the characteristics that make them really “greener”. This is specifically important particularly for those sectors or approaches that are more specific or groundbreaking and for those where there are not always clear environmental standards that can act as benchmarks.</p> <p>On the other hand, many manufacturers and suppliers (both large and small) are developing new products, services and solutions that are more environmentally friendly as part of its differentiation and commercial strategy.</p> <p>Given the legislative framework of public procurement and the need to respect its basic principles, it is important to set up meeting and communication channels so that the administrations and companies can discuss their specific situations and needs from the practical perspective and transparently.</p> <p>Annual meetings between suppliers and purchasers will therefore be organised in the framework of the Programme. Those meetings will be organised in a coordinated way with other events to coordinate endeavours and make the events more beneficial.</p>				
Entity responsible:	Ihobe		Other stakeholders involved:	Member administrations Basque companies
Interrelation with others measures of the Programme:	3, 8, 13, 15, 17, 19		Contribution to the objectives of the EFP 2020:	Lines of Action: 2.1/ 2.3 / 2.4 / 5.3 / 5.4
Monitoring indicator:	No. of meetings organised No. of participating organisations (per meeting and in total)			
Implementation:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Implementation Year(s): 2017-2020
	Not started	Underway	Finished	

STRATEGIC LINE		Coordination with the market			
Measure 14:		Facilitating participation in innovative purchasing processes			
<p>Objectives:</p> <ul style="list-style-type: none"> To raise awareness and prepare Basque companies and administrations for the growing trend for eco-innovative and pre-commercial procurement. 					
<p>Description:</p> <p>Achieving an inclusive, sustainable and smart development, public procurement is an instrument that the public administrations must use together with other strategies and instruments. This will allow the administration to function more efficiently and effectively, with the lowest possible environmental impact.</p> <p>This not only requires the introduction of environmental criteria to become standard in purchasing and tendering processes, but also for the administrations to be innovative in their procurement processes to implement solutions that mean a significant quantitative leap in the reduction of their impacts and material needs.</p> <p>If the administration must embark on this, the Basque private sector should also prepare for the new forms of procurement of the administration, to be more competitive and be better positioned within and outside Basque territory.</p> <p>In order to facilitate this transition and prepare Basque companies, guidelines, resources and sessions will be prepared and organised to set out the different possibilities and alternatives so that companies will be able to access the eco-innovative public procurement processes as easily as possible.</p> <p>Those resources and sessions will also showcase best practices that show the approaches, new needs and requirements for successful eco-innovation purchasing, along with information on the administration most inclined to this type of procurement.</p>					
Entity responsible:	Ihobe	Other stakeholders involved:	Ministry for Economic Development Member administrations Basque companies		
Interrelation with others measures of the Programme:	3, 14, 17, 18, 19	Contribution to the objectives of the EFP 2020:	Lines of Action: 2.4 / 5.2 / 5.3 / 5.4		
Monitoring indicator:	No. of actions performed No. of participating organisations (per action and in total)				
Implementation:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Implementation Year(s):	2017-2020
	Not started	Underway	Finished		

STRATEGIC LINE		Coordination with the market		
Measure 15:		Developing supplier training courses		
<p>Objectives:</p> <ul style="list-style-type: none"> To prepare Basque companies to bid more efficiently in the tendering processes with environmental criteria both in and outside Basque territory. 				
<p>Description:</p> <p>The introduction of environmental criteria in public procurement mainly involves two aspects for the bidding companies: i) having a good knowledge of the environmental characteristics of the products and/or services that they offer and ii) having the supporting documents that allow the companies to show that their environmentally better products or services comply with the requirements sought.</p> <p>The way of accrediting the different types of environmental criteria require prior preparation in order to be able to submit the supporting documents within the timelines set by the authorities.</p> <p>In order to help the maximum number of companies to be in a position to efficiently submit their environmentally better bids, skills-building courses will be held for present and potential suppliers of the public sector.</p> <p>The courses will be organised by product or service group and will be based on the criteria of the Green Public Procurement Practical Manual (Measure 1), as it is the benchmark for the Basque authorities.</p> <p>A different type of training can also be organised if specific needs are detected among the companies.</p>				
Entity responsible:	Ihobe		Other stakeholders involved:	Member administrations Basque companies
Interrelation with others measures of the Programme:	1, 2, 5, 10, 11, 17, 18, 19		Contribution to the objectives of the EFP 2020:	Lines of Action: 5.4
Monitoring indicator:	No. of courses organised No. of participating suppliers			
Implementation:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Implementation Year(s): 2016-2020
	Not started	Underway	Finished	

STRATEGIC LINE		Communication, dissemination and networking		
Measure 16:		Carrying out regular dissemination actions		
Objectives:				
<ul style="list-style-type: none"> • To provide inspiring, relevant and interesting information to the Basque authorities so that they can steady progress in this area. 				
Description:				
<p>As in all areas, green public procurement is constantly evolving. New directives, legislation and/or regulations setting down requirements in this field are regularly approved; guides, manuals and a whole range of resources are produced to help with its implementation; the participation of the public administrations is sought to establish the state of responsible procurement and for their input in defining strategies and tools; congresses and seminars are organised in this regard, etc.</p> <p>Different dissemination actions will be carried out in order to facilitate the access of the public administrations to the most important information and to sustain the interest and to make the relevant updates. These will include:</p> <ul style="list-style-type: none"> - Producing a quarterly report on new aspects in the field. - Publishing the most important news by means of leading websites related with green public procurement for the Basque Administration. - Disseminating information by means of brainstorming group established as part of the Programme. - Organising meetings, events and sessions. 				
Entity responsible:	Ihobe		Other stakeholders involved:	Member administrations
Interrelation with others measures of the Programme:	All		Contribution to the objectives of the EFP 2020:	Lines of Action: 4.5 / 5.2
Monitoring indicator:	No. of dissemination actions carried out (annually and total)			
Implementation:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Implementation Year(s):
	Not started	Underway	Finished	

STRATEGIC LINE		Communication, dissemination and networking		
Measure 17:		Disseminating best practices		
<p>Objectives:</p> <ul style="list-style-type: none"> • To recognise the endeavours and best practices of the Basque authorities. • To encourage their replication by other authorities. 				
<p>Description:</p> <p>To enhance green public procurement practices, it is important to show the good results and construct step by step on the successful experiences of their own and of other similar administrations. The best practices therefore have to be gathered and disseminated.</p> <p>Therefore, during the term of this Programme, the most successful and relevant examples will be gathered, documented and disseminated, and which show:</p> <ul style="list-style-type: none"> - The effective integration environmental variable in the procurement processes, procedures and tool of the administration. - The successful incorporation of environmental criteria in the procurement of prioritised products and services in the Programme. - The practical application of new approaches in procurement (innovative and circular purchasing, considering life cycle costs, etc.). - Other best practices that can be identified in the brainstorming groups or in the framework of the measures of the II Programme. 				
Entity responsible:	Ihobe		Other stakeholders involved:	Member administrations
Interrelation with others measures of the Programme:	3, 4, 6, 7, 8, 10, 11, 12, 15, 17, 19		Contribution to the objectives of the EFP 2020:	Lines of Action: 4.5 / 5.2
Monitoring indicator:	No. of best practices published (annually and in total)			
Implementation:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Implementation Year(s):
	Not started	Underway	Finished	

STRATEGIC LINE	Communication, dissemination and networking				
Measure 18:	Publishing annual results of the degree of implementation of the Programme and achieving the institutional objectives				
Objectives:					
<ul style="list-style-type: none"> • To show the commitment of the Basque Administration to green public procurement. • To show the exemplary nature of the most ambitious administrations. 					
Description:					
<p>By monitoring plans and programmes, the organisations discover the degree of implementation of the measures and policies envisaged in them. This information can be used to assess the progress in achieving the targets set and to identify those areas where more support needs to be offered to improve the performance in deploying the programmes.</p> <p>Disseminating the results internally and externally shows political commitment, increases the transparency of the public sector and legitimises the promoting of sustainable production and consumption in other sectors of society. Ensuring each entity responsible for its own measuring is also fostered along with greater implementation in the organisation.</p> <p>Therefore, the Programme will annually publish the aggregate results of the degree of progress in achieving the targets of the Programme of the participating administrations. When deemed relevant, the results will be presented broken down by type of administration and, apart from setting out the quantitative results, it will also include examples and best practices of the most advanced administrations to help and inspire the others.</p>					
Entity responsible:	Ihobe		Other stakeholders involved:	Member administrations	
Interrelation with others measures of the Programme:	All		Contribution to the objectives of the EFP 2020:	Lines of Action: 4.5 / 5.1 / 5.2	
Monitoring indicator:	No. of results reports published				
Implementation:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Implementation Year(s):	2016-2020
	Not started	Underway	Finished		

STRATEGIC LINE		Communication, dissemination and networking			
Measure 19:		Actively participating in networks, working parties and projects in the European and/or international arena			
Objectives:					
<ul style="list-style-type: none"> • To collaborate in international and European initiatives to promote green public procurement to align strategies and optimise results on a large scale. • To establish international alliances with other leading administrations in the field. • To position the Basque Country as a benchmark in green public procurement in Southern Europe and in turn showcase Basque companies that can provide examples in green procurement. 					
Description:					
<p>One of the objectives of this Programme is to position the Basque Country as a benchmark in Southern Europe in this area. Therefore, the Basque Administration has to actively participate in the discussions, networks and working parties in this regard in the European and international arena; it has to brainstorm with other leading bodies; showcase Basque initiatives; and cooperate in the defining of brand new green public procurement projects and initiatives.</p> <p>This includes:</p> <ul style="list-style-type: none"> – Signing up to international initiatives to promote green public procurement (such as the United Nations Ten Year Framework of Programmes on Sustainable Public Procurement or the Procura+ campaign). – Participating in European and international working parties in the area to contribute to the results and successful experiences of Basque authorities in this regard. – Fostering the participation of Basque companies and authorities in European projects, seminars and congresses in this regard. – Showcasing, not only green procurement technical resources, but also the Basque companies that comply with the established requirements and can thus achieve better positioning abroad. 					
Entity responsible:	Ihobe		Other stakeholders involved:	Member administrations	
Interrelation with others measures of the Programme:	3, 12, 17, 18, 19		Contribution to the objectives of the EFP 2020:	Lines of Action: 6.1	
Monitoring indicator:	No. of activities implemented				
Implementation:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Implementation Year(s):	2016-2020
	Not started	Underway	Finished		

Annex II.

Implementation timeline

Implementation timeline of the 2 nd Procurement Programme	2016	2017	2018	2019	2020
Content and tools for the implementation					
1- Updating and expanding the Green Public Procurement Manual					
2- Developing updated example-specifications for the prioritized products/services					
3- Launching pilot schemes in new areas					
4- Offering customized technical support					
5- Adapting the criteria for products and services developed to the direct purchasing or private perspective					
Integration in the procurement procedures					
6- Reviewing the existing procurement models and tools					
7- Redefining the Green Public Procurement processes					
8- Fostering centralised green public procurement					
Training and Skills Buildings					
9- Integrating green public procurement in the range of training					
10- Preparing green public procurement training modules for self-learning					
11- Organising awareness raising actions					
Coordination with the market					
12- Holding forums with manufacturers and suppliers					
13- Bringing suppliers and purchasers together					
14- Facilitating participation in innovative purchasing processes					
15- Developing supplier training courses					
Communication, dissemination and networking					
16- Carrying out regular dissemination actions					
17- Disseminating best practices					
18- Publishing annual results of the degree of implementation of the Programme and achieving the institutional objectives					
19- Participating in European and international networks, working parties and projects					

Annex III.

Adherence Document

Green Public Procurement Programme of the Basque Country 2020

Introduction

The Green Public Procurement Programme of the Basque Country 2020, as approved on [date] in the Basque cabinet session, establishes the framework of action allowing the Basque authorities to embrace and assume environmental criteria in their procurement processes.

This Programme...

... has 3 main **goals**:

- To contribute to achieve a more efficient and environmentally responsible administration, by means of a more efficient use of the resources, improved procurement processes and structured inclusion of the environmental criteria.
- To optimise coordination with the market to ensure that Green Public Procurement will include eco-innovation principles in a wider sense, so that Basque companies are able to be better positioned both in the Basque Country and at international level.
- To ensure the commitment of all levels of the Basque Administration in an integral and effective way.

.... It sets **specific objectives** to be attained in the period 2015-2020:

- To progress towards the institutionalisation of green public procurement in the different participating administrations.
- To achieve a degree of greening in public procurement of 50% by 2020.

... It is organised around **5 strategic lines** that enable its deployment:

- Content and tools for the implementation.
- Integration in the procurement procedures.
- Training and Skills Buildings.
- Coordination with the market.
- Communication, dissemination and networking.



...It establishes the following prioritised products and services and their objectives:

	2016	2018	2020
PROCESS OBJECTIVE	Reviewing the procurement processes and planing measures to optimise and facilitate the integration of environmentally responsible purchasing		Institutionalised green public procurement
OUTCOME TARGET	Inclusion of the environmental criteria in the commonly used procurement tools by the Basque Administration.	50% of the bidding processes of 10 greened product and service groups: <ul style="list-style-type: none"> - paper - computers - printing equipment - cleaning buildings - vehicles - publications - food - gardening - road cleaning - civil works and infrastructures 	50% of the bidding processes of 20 greened product and service groups: <ul style="list-style-type: none"> - the previous 10 plus - building - urban development - waste collection - electricity supply - public transport - courier services - office furniture - textiles - travel - events

Signing up to the Programme: requirements and commitments

The Programme is of an open participatory nature and encourages the voluntary signing up to the programme of all Basque public authorities that wish to be committed to green public procurement:

- Basque Government (Ministries and associated entities)
- Provincial Councils (Departments and entities signed up from the provincial public sector)
- Local Authorities (Local Councils, Supramunicipal Associations, etc.)
- Other public entities

This commitment results in social, economic and environmental benefits both for the administration and for private sector and society.

Applying environmental criteria in public procurement helps to reduce the impact on the environment; increases transparency and efficiency in the management of public resources; involves acting in an exemplary manner by driving the innovation of the market in more environmental respectful and competitive products and services; and, in short, helps to improve the quality of life of the general public.

1. Adherence requirements:

The following is required to sign up to and take part in this Programme:

- Be an entity belonging to the Basque public sector.
- The adherence agreement must be signed by a policy maker of the entity.
- To appoint a person in charge of heading and coordinating green public procurement in the entity.

2. Commitments of member entities:

Signing up to this Programme involves the assumption of the following commitments by the Basque authorities:

- Establishing an annual work plan in the prioritised areas in the Programme and in, at least, another sphere of particular interest for the organisation.
- Analysing and integrating green public procurement in the procedures and tools existing in the administration.
- Training and skills building of the staff involved in the procurement of the entity.
- Progressively greening the procurement of the prioritised product and service groups, until at least the targets set in the Programme for 2018 and 2020 are reached.
- Carrying out the annual monitoring and send the results of the work carried out to the Technical Secretariat³.
- Sharing the best practices and experiences with other authorities of the Basque Country.

3. Commitments of the Technical Secretariat:

In turn, Ihobe S.A., the publicly-owned environmental management company, in its capacity as the Technical Secretariat of the Green Public Procurement Programme of the Basque Country 2020, undertakes to:

- Provide technical resources and support to achieve the commitment acquired by the participating administrations.
- Organise training and skills building aimed at the staff involved in the procurement processes of the Basque Administration.
- Organise working parties for brainstorming, lessons learnt, achievements and challenges that allow the different entities to progress toward achieving the commitments and targets set.
- Disseminate the best practices, experiences and results in green public procurement of the Basque Administration, both in the Basque Country and abroad.
- Perform the monitoring and annual dissemination of the development and results of the Programme, based on the data contributed by the participating member entities.

³ The Technical Secretariat may use the data provided from its signing the Programme to the end of it in an aggregate manner; the Technical Secretariat shall seek the express authorisation of the relevant entity to be able to use data on an individual basis.

Adherence form

Mr./Mrs. _____,
 with ID _____, in their capacity of (post) _____
 of entity _____, whose registered office is at
 _____,
 telephone _____ and contact email _____,

STATES THAT:

1. The entity is signing up to the Green Public Procurement Programme of the Basque Country 2020
2. It knows, accepts and complies with the Programme adherence requirements set out herein.
3. Acquires the commitments set out.
4. Appoints _____, with the post of _____ and email _____ as the person in charge of heading and coordinating green public procurement in all aspects related to the application of the Programme in this entity.

Date and Place

Signature

The completed Adherence Form should be sent to:

IHOBE, Sociedad Pública de Gestión Ambiental

Technical Secretariat of the Green Public Procurement Programme of the Basque Country 2020

Email: compra.verde@ihobe.eus

Fax: 94 423 59 00

Postal address: Alameda Urquijo Nº36 - 6ª planta, 48011 - BILBAO

Further information:

Technical Secretariat: Ihobe, S.A.

Tel.: 94-423 07 43

Mail: compra.verde@ihobe.eus

Web: www.ihobe.eus

Annex IV.

Contribution of the GPP Programme to fulfilling the Environmental Framework Programme 2020 and the Basque Waste Prevention and Management Plan



Contribution to fulfilling the ENVIRONMENTAL FRAMEWORK PROGRAMME OF THE BASQUE COUNTRY 2020

		Green Public Procurement Programme of the Basque Country 2020																					
		LE1: Content and tools for the implementation			LE2: Integration in the procurement procedures			LE3: Training and skills-building and raising awareness		LE4: Coordination with the market		LE5: Communication, dissemination and networking											
<p>S01. Protecting, conserving and restoring our natural capital, by preserving the services that the eco-systems provide us.</p> <p>S02. To progress towards a resource-efficient, low carbon, innovative and competitive economy.</p> <p>S04. To increase the sustainability of the territory.</p> <p>S05. To guarantee the coherence of the policies by intensifying environmental integration.</p> <p>S06. To contribute to the international outreach and responsibility of the Basque Country.</p>	<p>1.1- Effectively integrating the conservation of the natural environment in sectoral policies.</p> <p>1.3- Slowing down land occupancy, encouraging the mix of uses and the regeneration and reuse of degraded spaces.</p> <p>1.5- Engaging and awareness raising of the stakeholders that operate in the territory of the importance of the services of the ecosystems.</p> <p>2.1- Giving momentum to a low-carbon competitive economy.</p> <p>2.3- Fostering a circular economy where nothing is wasted.</p> <p>2.4- Fostering entrepreneurship and green jobs.</p> <p>4.1- Driving responsible consumption by people.</p> <p>4.4- Encouraging responsible use of energy, water, waste and land in the territory.</p> <p>4.5- Fostering citizen participation and awareness in the territory.</p> <p>5.1- Fostering the environmental integration of public policies.</p> <p>5.2- Progressing in the configuration of an environmentally exemplary public administration.</p> <p>5.3- Fostering the spaces for participation and dialogue with civil society and private-public co-responsibility</p> <p>5.4- Fostering education and awareness raising about sustainable development in Basque society overall</p> <p>6.1- Contributing from the environment to the internationalisation strategy of the Basque Country</p>	1. Updating and expanding the Green Public Procurement Manual																					
		2. Developing updated example-specifications for the prioritized products/services																					
		3. Launching pilot schemes in new areas																					
		4. Offering customized technical support																					
		5. Adapting the criteria for products and services developed to the direct purchasing or private perspective																					
		6. Reviewing the existing procurement models and tools																					
		7. Redefining the Green Public Procurement processes																					
		8. Fostering centralised green public procurement																					
		9. Integrating green public procurement in the range of training																					
		10. Preparing green public procurement training modules for self-learning																					
		11. Organising awareness raising actions																					
		12. Involve manufacturers and suppliers in the process of creating technical criteria																					
		13. Bringing suppliers and purchasers together																					
		14. Facilitating participation in innovative purchasing processes																					
15. Developing supplier training courses																							
16. Carrying out regular dissemination actions																							
17. Disseminating best practices																							
18. Publishing annual results of the degree of implementation of the Programme and achieving the institutional objectives																							
19. Participating in European and international networks, working parties and projects																							