

General Introduction – LEAP project

The TOOLS

How to start using this tool kit?

You have come to the introduction of the LEAP Tool kit. If you want to skip the introduction you can enter the tool kit via 2 portals.

- Implementation Tools: Incorporating Environmental Criteria In Procurement;
- Strategic Tools: Defining a procurement strategy including joint procurement;

Alternatively you can go straight to the individual tools, the titles of which are self explanatory:

Tool A:	Developing and implementing a green procurement policy;
Tool B:	Managing the procurement process;
Tool C:	Self-assessment tool to identify other management steps to overcome organisational barriers to effective green procurement;
Tool D:	Joint procurement – Combining public procurement actions;
Tool E:	Standard Specifications;
Tool F:	Incorporating environmental demands into public procurement;
Tool G:	Information on specifications, products and consortia;
Tool H:	Promoting a green market;

1.1 The impact of public sector procurement

Public Procurement and the way it can be used to help implement key EU environmental and social policy has moved high up on the agenda. There is a recognition that the huge amount of goods, materials and services procured across the public sector in Europe could be procured in ways that are less damaging to the environment and that result in fewer costs during their life time and at disposal.

What we buy impacts on resource use, the way products are produced in more or less benign ways and life long energy costs. There is a parallel between good procurement and good design – it is said that 70% of the life time energy costs of a building is determined on the drawing board. Likewise by choosing the right product or material we can influence very substantially the life time costs of the products we are going to use or even better the service for which the product is used.

Being efficient in terms of resource use means less pollution and less materials needed during the production stage. It means reduced consumption of water and energy during use and less concerns at the disposal stage.

The cumulative impacts of more efficient and less damaging products are enormous. The RELIEF project showed that if the public sector procured electricity from renewable sources and from newly constructed renewable energy facilities then this alone could contribute towards 18% of the European Kyoto protocol commitments. Likewise if the public sector consistently procured organic food this was shown to help reduce nitrification and associated damage to watercourses and ground water.

It is no surprise then that after many years of fierce debate it is now permissible, under the new consolidated Procurement Directive, to specify in public procurement the way some product groups have been produced, such as energy from renewable sources or organically produced food.

EU public authorities are estimated to have a combined purchasing power of over €1 trillion which translates into approximately 15% of EU gross domestic product. Using this purchasing power creatively to help move towards EU wide policies of a more resource efficient economy, of reduced dependency on energy imports, of product innovation to improve the competitiveness of the European economies all seem feasible, desirable and necessary. It could be argued that public bodies across Europe not only have a responsibility to buy at best price but also to be acutely aware of the wider impacts of their procurement and a responsibility to manage those impacts effectively. The day may come when one of the statutory requirements of public procurement will be to actively help to systematically reduce the energy and resource consumption arising from goods, materials and services procured and used in the public sector.

The LEAP project is seeking to help make public procurement outcomes more resource and energy efficient by providing a toolkit to public sector purchasers which will help them to be more systematic and environmentally efficient in their procurement activities.

The tool kit deals with most aspects of green procurement and supports both procurers and environmental specialists in introducing key management steps needed to make green procurement the rule rather than the exception. Throughout the tools the importance of a management systems approach is stressed, to ensure that green procurement goes mainstream.

Greener procurement benefits not only the environment but should help us design services that are more effective and that are delivered in a more efficient way. Innovative ways of

looking at needs and different ways of delivering services should allow us to choose more sustainable products and practices. Resulting benefits for cities and municipalities include:

- increased efficiency, achieving higher levels of sustainability for the same money;
- improved competencies and ability to innovate;
- improved credibility within the residential and business community and
- a higher degree of compliance with environmental legislation

1.2 The LEAP project

LEAP stands for *Local Environmental Management Systems and Procurement*. The project was co-funded by the European Commission under the LIFE instrument, and was completed in 2006.

LEAP consisted of two components: a step wise construction of a range of tools aimed to help people in public procurement across the EU and a sequence of joint and parallel international procurement activities aimed to define ways in which public sector bodies could work together to help influence the market to achieve better environmental outcomes.

The project resulted in eight tools as follows. You can access each of the tools just by clicking on the title below:

Tool A: Developing and implementing a green procurement policy;

This tool provides advice on how to construct and maintain a policy. An easy template provides the key elements needed in any procurement policy.

Tool B: Managing the procurement process;

This tool identifies those parts of the procurement process which are most significant when seeking to influence the environmental outcomes of procurement. The tool sets out a range of EMS procedures for the key elements of the procurement process to help procurers to optimize the environmental outcomes of their procurement activities.

Tool C: Self-assessment tool to identify other management steps to overcome organisational barriers to effective green procurement;

This tool offers an opportunity for organisations to self diagnose and put measures in place to become effective in terms of achieving more sustainable procurement outcomes.

Tool D: Joint procurement – Combining public procurement actions;

This tool is based on 2 joint / parallel international procurement activities carried out within the LEAP project. The tool shows how joint procurement can lead to market break through and transfer of availability of more sustainable products from one EU country to another.

Tool E: Standard Specifications;

This tool provides advice and standard specifications on a number of key product groups namely: Renewable Energy, IT, Construction, Transport, Food (Assured and Organic), Cleaning Agents and Paper. Key specification items are highlighted for easy use.

Tool F: Incorporating environmental demands into public procurement;

This tool provides the legal framework for incorporating environmental considerations at the various stages of the procurement process and gives detailed advice on issues such as the use of eco label criteria.

Tool G: Information on specifications, products and consortia;

Tool G is a database of some 120 websites that provide detailed information on products, product groups and specifications for key public sector purchases. The tool provides access to sites in a wide variety of languages.

Tool H: Promoting a green market;

This tool provides a framework and detailed guidance on how to work with the market and suppliers for best environmental results.

1.3 The Project Partners

The project was undertaken by 14 partners under the project lead of Leicester City Council. The partners are:

- Leicester City Council (the lead authority)
- London Borough of Sutton
- London Borough of Southwark
- London Borough of Lewisham
- Sandwell Metropolitan Council
- Municipality of Goteborg - Torslanda
- City of Barcelona
- Municipality of Almada
- Municipality of Holargos
- Municipality of Amaroússion.
- Municipality of Kalithea – Rhodes
- Global to Local Ltd (UK);
- SEMCO (Sweden);

ICLEI was the retained consultant for the project.

For queries on the project please refer to Leicester City Council (alison.lea@leicester.gov.uk) in the first instance.