

LEAP Project Meeting

Date: 24th–25th November 2005

Agenda Item	Discussion/Presentation	Comments/ To dos
<p>1. Welcome to Goteborg</p>		
<p>Lars Parkbring welcomed everyone to Goteborg and gave a brief introduction to the City</p>		
<p>2. 1st Joint Procurement</p>		
<p>The 1st Joint procurement exercise went ahead in July with a co-ordinated advertisement for Cleaning Products and TFT monitors in Greece, Portugal and the UK.</p>		
<p>The Greek partners advertised the contract in the European Journal but did not receive any completed tenders.</p>		
<p>The UK partners were successful in attracting interest in the supply of both TFT monitors and Cleaning Products</p>		
<p>London Borough of Lewisham led on the TFT monitors tender and ESPO led on the Cleaning Product tender</p>		
<p>TFT Monitors –Dave Starling</p>	<p><u>TFT Monitors</u> London Borough of Lewisham led on advertising the tender in the European Journal, sending out tender documentation and evaluating completed tenders.</p> <p>56 expressions of interest were received and this resulted in 16 completed tenders being received</p> <p><u>Testing:</u> The successful product will technically tested by ESPO.</p> <p><u>Cost:</u> No price advantage was achieved, it was difficult for participating authorities to guarantee demand</p> <p>Each authority will need to sign a separate contract with the successful company.</p> <p>Copy of presentation is attached.</p>	<p>ESPO to report back to procurement sub-group.</p> <p>Lewisham to let each partner know when contract are ready to be signed</p>
<p>Cleaning Products –Ken May</p>	<p><u>Cleaning Products</u> – Led by ESPO</p> <p>20 completed tenders were received for some or all of the required cleaning products.</p> <p>The tender was advertised in the OJEU and alerted prospective tenderers that the contract would be to supply ESPO authorities in the East Midlands, NEPO in the North East, Hertfordshire and Kent</p> <p>In addition to the advertisement all existing suppliers to the above purchasing organisations were informed of the tender</p> <p>Analysis has been completed to score each product against the specification.</p> <p>Details of the analysis will be provided once</p>	<p>ESPO to provide details of analysis once completed.</p>

	<p>fully completed, in particular details about elements of the specification that were difficult for products to meet.</p> <p>Successful products will tested by the Public Analyst to determine if products actually meet specification</p> <p>Analysis of price was still to be completed.</p> <p>Once selected products will be tested to ensure effectiveness.</p> <p>Once the final products have been chosen partners will need to 'market' the products to potential users within their authority.</p> <p>Some products are already stocked by ESPO.</p>	<p>ESPO to report back on Public Analyst findings.</p> <p>ESPO to report back on price analysis.</p> <p>ESPO to report back on testing results</p> <p>All UK partners to identify potential users and produce 'marketing' information.</p>
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2. What else is happening in Europe?

<p>Tanya Berman G2L</p>	<p>Tanya presented an overview of other green and sustainable procurement projects in Europe.</p> <p>A copy of the presentation is attached.</p> <p><u>GPP</u>: this project looked at 60 randomly chosen tenders throughout the EU and analysed then to see if the specifications contained green criteria. Very few tenders included green criteria in the specification.</p> <p>EU will be developing a GPP website, each Member State will have a GPP coordinator.</p> <p>The tender analysis will be repeated in two years to re-assess the use of green criteria.</p> <p><u>Netherlands</u>: have set a target of all public procurement to be sustainable by 2010.</p> <p>40% of energy purchased by government to be renewable by 2004 and 70% by 2006</p> <p>2.5% of all agriculture to be organic by ?? and 10% by 2010.</p> <p>Corporate clothing: 120 Fairwear on MOD clothing contracts</p> <p><u>Carpe</u>: www.carpe-net.org offers a number of case studies where public administrations have used ethical, social and green criteria.</p> <p><u>UK</u> Sustainable procurement is included in the Government's Sustainability Strategy.</p> <p>A Sustainable Procurement Taskforce has been established and is developing an action plan by April 06.</p> <p>Procura + and LEAP may form part of this.</p>	
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	Taskforce is looking for innovation.	
3. Joint Procurement		
<i>Lessons learnt from 1st Joint Procurement</i>	<p>For the 1st Joint Procurement it had not been possible to overcome the legal difficulties encountered with cross-border joint procurement.</p> <p>The legal difficulties are complex and it will not be possible to resolve during the lifetime of the project.</p> <p>The 1st Joint Procurement therefore involved each country simultaneously advertising the contracts in EJEU with aim of alerting prospective tenderers that several authorities were advertising for the same product(s) with the same specification.</p>	
<i>Greece, Portugal and Spain</i>	These countries were not successful in attracting suitable tenderers in the 1 st Joint Procurement activity.	
<i>UK</i>	The UK authorities were successful in attracting a response to the tenders (see above).	
<i>2nd Joint Procurement</i>	<p>The focus for the 2nd joint procurement activity will be to develop 3 separate national joint procurement activities in <u>Greece, Spain and Portugal</u>.</p> <p>Each country will build a consortium of at least 5-6 authorities who will jointly procure a product for which a green specification has been developed.</p> <p><u>Paper</u>: is a product all 3 countries are interested in buying, SEMCO and ICLEI have produced a draft specification for paper. Charlotta presented information about the Paper Specification –see attached paper</p> <p>Tender Process, timescale:</p> <p>Portugal: 3-5 months Greece: 2-3 months Spain: unclear at the moment</p> <p><u>UK –2nd Joint Procurement</u> Several potential products have been discussed prior to this meeting, in summary: Paper: UK partners are already buying recycled paper <u>Bio-diesel</u>: several authorities are interested in jointly purchasing Bio-Diesel. Goteborg are using CNG and biogas rather than Bio-diesel but Bio-ethanol is being imported from</p>	<p>All partners to start work immediately on 2nd Joint Procurement to ensure procurement is completed during lifetime of project.</p> <p>Greece, Spain and Portugal to comment on Paper Specification by January 9th 06 and final specification to be available by January 20th 06.</p> <p>Tender needs to be advertised by 1st March</p> <p>UK partners to select Bio-diesel as the chosen product for the 2nd Joint Procurement.</p>

	<p>Brazil.</p> <p><u>Energy</u>: micro-generation –not thought to be feasible in the project lifetime, is very site specific and would be difficult to prepare joint contract</p> <p><u>Timber</u>: specification is available but not thought that sufficient demand within UK LEAP partners,</p>	
<p>4. Feedback from Tool Testing The tools have been tested by non-LEAP authorities over Summer 05. The results are presented in a report – see attached.</p>		
	<p>The attached presentation contains details of feedback from external testing.</p> <p>All Tool Lead Partners need to amend tools in light of feedback received.</p> <p><u>Glossary</u>: Tool Leads to provide a list of words/terms to be included in a glossary <u>and send to Global to Local.</u></p> <p><u>Case Studies</u>: All tools would benefit from Case Studies particularly from non-UK countries. All Tool leads to seek out and include in the amended tools more case-study material</p> <p><u>Final Design</u>: the set of Tools needs to be ‘moulded’ into more user friendly package The IDEA have a ‘procurement process’ diagram which we could perhaps use ICLEI will develop an overarching ‘procurement procedure’ from which the tools will flow.</p> <p>Leicester and Global to Local will assist in editing tools.</p>	<p>Action: All Tool Leads By: 31st January 2006</p> <p>Action: ICLEI By: end of February</p> <p>Action: Leicester & G2L By: end of February</p>
	<p><u>Tool 11</u> has been amended substantially.</p> <p>All partners need to test this tool and feedback to Nicole Fletcher at Lewisham.</p> <p>A copy of the amended Tool 11 is attached</p>	<p>Action: All By: 15th January 2006</p>
<p>5. Final Conference</p>		
	<p>Copy of presentation is attached. Copy of 1st</p> <p>As agreed, the LEAP final conference will be held during EcoProcura 2006.</p> <p>The dates for Eco-Procura have been finalised for 20-22nd September 2006 and being jointly hosted by Barcelona City Council and Diputacio de Barcelona.</p> <p>EcoProcura 06 will be LEAP’s final dissemination conference and it is the forum</p>	<p>Final conference programme to be an agenda item at May 06 meeting in Leicester.</p>

	<p>where the outputs and finding from the project will be presented.</p> <p>The LEAP programme of presentations will be discussed at our May 06 meeting in Leicester</p> <p>The LEAP project proposal includes a 'procurement charter' this needs to be developed between now and September and ideas will be presented at our meeting in May 06.</p> <p>Diputacio de Barcelona are keen that LEAP work be presented to all 300 Barcelona province local authorities. Leicester, G2L and Barcelona to discuss how this may be possible.</p>	<p>LEAP procurement charter/declaration to be an agenda item at May 06 meeting in Leicester.</p>
<p>6. Dissemination</p>		
	<p>One of the major requirements of LIFE funding is for projects to disseminate as widely as possible.</p> <p>We are now beginning to see some tangible outputs from the LEAP project and we need to ensure we are disseminating these as widely as possible.</p> <p>Also, we need to be encouraging people to attend our final dissemination event at EcoProcura 2006. ICLEI will be circulating promotional material please circulate this via your mailing lists, working groups and contacts.</p> <p>Sutton have produced a 'pop-up' banner and have kindly agreed that all partners can take use the graphics and add their own logos and details.</p> <p>Please remember if you are producing dissemination materials, press releases you MUST make reference to the funding source ie LIFE funding from the European Commission and include the LIFE logo (available from the LIFE website and attached to these minutes)</p>	<p>Action: All partners to continue to disseminate</p>
<p>7. Next Meeting</p>		
	<p>The next LEAP meeting will be held in LEICESTER on 18th and 19th May 2006.</p> <p>Further details will follow nearer the time.</p>	