

# LEAP Project Meeting

Date: 18<sup>th</sup> - 19<sup>th</sup> May 2006

## 1. Welcome to ESPO

Ken May welcomed everyone to ESPO and gave an overview of ESPO services.

Ken also circulated copies of the pages from ESPO and other purchasing organisations catalogues showing the selected cleaning products and TFT monitors. Copies are appended to these minutes.

## 2. Update on 2<sup>nd</sup> Joint Procurement

Task 7 the 2<sup>nd</sup> Joint Procurement is currently underway.

Greece, Portugal and Spain are undertaking joint procurement of recycled paper. Each country is gathering together a consortium of partners who are interested in jointly buying recycled paper.

Greece has completed its exercise and is about to sign a contract with the successful tenderer. Portugal and Spain are in the middle of the process.

The UK partners are looking at Biodiesel as a product to jointly procure.

Lewisham have advertised a tender for biodiesel asking for 5%, 10% and 20%.

Southwark have completed a pilot study using 20% bio-diesel, with no adverse effects on the vehicles.

ESPO have conducted market research to find out the availability of bio-diesel in the UK and the warranties that vehicle manufacturers are currently offering.

A report of task 7 will be produced and submitted with the final report

All Presentations are appended to these minutes

		<b>Deadline</b>
<b>Action</b>	Greece Spain and Portugal to complete their procurement of re-cycled paper and provide information to ICLEI for inclusion in the 2 <sup>nd</sup> Joint Procurement Report.	By 1 <sup>st</sup> August 06
	UK partners to provide information about procurement of Bio-diesel and associated work to ICLEI for inclusion in the 2 <sup>nd</sup> Joint Procurement Report	By 1 <sup>st</sup> July 2006

### 3. Tools 4, 5 and 6

Task 3 In the project proposal it was envisaged that 3 tools relating to the joint procurement aspect of the project would be developed.

Tool 4: Joint Procurement network

Tool 5: Joint Procurement models

Tool 6: Joint Procurement activity of selected goods

These 3 tools have been combined into a single document. The tool describes types of joint procurement and guidance on how organisations can initiate joint procurement activity. Based on the experiences of the LEAP project's two procurement activities two models of joint procurement are described and the tools contains hyperlinks to case study material.

A copy of this tool is appended to these minutes.

<b>Action</b>	Tool 4 to be completed and included in the suite of tools and guidance.	By 22 <sup>nd</sup> June 06
<b>Action</b>	Dave Starling is going to provide clarification of Framework and call-off contracts and send to ICLEI	By end of June 06
<b>Action</b>	Tender documentation for TFT monitors (Lewisham) Cleaning Products (ESPO) Recycled paper in Spain, Portugal and Greece to be sent to Simon for inclusion in Tool 4/5/6	By 2 <sup>nd</sup> June 06

#### 4. Interim Report/Final Report

The Interim Report was submitted to the Commission in December 2005, detailed feedback was received in March 2006 and additional information was submitted to the Commission in April 2006.

The commission were generally happy with the technical part of the report stating '...the technical report is comprehensive and of a high quality. The quality of the deliverables provided thus far has been good and is in almost direct accordance with the project application.'

The financial report, however was not up to standard and a number of pieces of additional information and amendments were required.

Some of the common faults with the finance forms were discussed, and partners were asked to make sure that the Final Report is as accurate as possible, as we can not afford to experience the same delays with receiving the final payment as we have with the Interim payment. Some key issues are:

**Timesheets:** partners were reminded that timesheets must be available to back-up the claims made to the commission. The format can be flexible but must provide a clear audit trail to what is presented to the commission

**Salaries:** must be 'actual' salaries, substantiated if requested, by pay slips.

**Overheads:** where a proportion of your overheads is being charged to the LEAP project you must be able to demonstrate a clear calculation of how it has been charged.

A copy of the presentation detailing the common faults is appended to these minutes.

The project will end on 31<sup>st</sup> October 2006: no staff time can be claimed after this date and all expenditure **MUST** take place before this date.

An issue was raised about the need for each partner to have independent financial audit once the project has ended. The beneficiary is going to clarify this with the Commission.

<b>Action</b>	All partners to start and prepare for the final report and ensure timesheets and finances are kept up to date	On-going
<b>Action</b>	Beneficiary to discuss with commission requirements of independent audit	6 <sup>th</sup> June 06
<b>Action</b>	All partners to bring questions and queries about final report to final partner meeting in Barcelona in September	20-22 <sup>nd</sup> September

## 5. Revised Tools

The Tools have undergone substantial revision, both, from the feedback from the testing by external authorities and to ensure they all hang together as a cohesive suite of tools.

Tools 10/11 have been amalgamated. Tools 4/5/6 have been collated into one tool.

<b>Action</b>	Each Tool and the Introductions to each portal needs a translated summary plus 0.5 page of how each tool is particularly useful for each country's experience. from: Barcelona: Spanish and/or Catalan Almada: Portuguese Greek Partners: Greek Goteborg: Swedish The UK will need to write a UK perspective for each tool. AL will allocate across UK partners	22 <sup>nd</sup> June 06
<b>Action</b>	Each of the Procurement Activities needs to be written up as a case study; <b><u>Greek Partners:</u></b> Recycled Paper <b><u>Barcelona:</u></b> Recycled Paper <b><u>Almada:</u></b> Recycled paper <b><u>ESPO:</u></b> Cleaning Products <b><u>Lewisham:</u></b> TFT Monitors <b><u>Goteborg:</u></b> 85% bio-fuel contract Simon Clement will provide a template	22 <sup>nd</sup> June 06
<b>Action</b>	All Tools will undergo a final proof-read and edit by G2L and all material must be with G2L by 22 <sup>nd</sup> June.	
<b>Action</b>	Case studies: these are to be removed from the tools and each tool will hyperlink to its case studies. All case studies will follow (as far as possible a uniform template). Leicester and G2L to liaise over this.	22 <sup>nd</sup> June

## 6. Final Presentation of Tools

The tools will be a significant output from the project and will need to be presented in a format which makes them easily accessible. It is proposed that the tools be web-based and also be available on CD. The website and CD will be launched at the final conference in September.

The web-based tools will be hosted on ICLEI's website.

<b>Action</b>	Beneficiary will investigate costs for website design and hosting and CD production.	End of June 06
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<b>Action</b>	Sutton and Lewisham to approve the amalgamated Tool 10/11.	Asap
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## 7. Final Conference

LEAP final conference will be held during EcoProcura 2006 -20-22<sup>nd</sup> September 06 in Barcelona.

EcoProcura 06 is also hosting the 2<sup>nd</sup> International Green Procurement Network meeting and it also has support from the Spanish national Government, the Catalan regional government and Barcelona City Council. LEAP partner Diputacio de Barcelona are representing the LEAP project locally in Barcelona and the Beneficiary and G2L are members of the Steering Group and are in close contact with the conference organisation.

The conference website is: [www.iclei.org/itc/ecoprocura2006](http://www.iclei.org/itc/ecoprocura2006)

To access the organisers part of the site User name: staff and Password: barcelona

Registration: LEAP Partners WILL need to register for the conference, but each LEAP partner will have 2 free places at the conference. Additional delegates will be charged €240

LEAP Presentations: the following LEAP presentation were discussed.

### Wednesday 15:45-17:00

We would like to present our joint procurement experiences as a case study

### Thursday 9am

Highlights of the European LEAP Project: Helmut Lusser: Managing Director, Global to Local

### Thursday 10:30 -13:00

We would like to present aspects of the LEAP project in a number of workshops:

A1: Tool 7 -Simon Clement

A2: Richard Hurford -LB Lewisham

A3:

A4:

A5: Tool 3 LB Southwark and Tool 1 Aure (ICLEI) with support from Terry (Sandwell)

A6:

A7: Leicester Better Buildings, (Leicester)

A8: Tool 2 G2L (Bruce Cockrean) and Sutton (Melanie Wosner)

A9: Labelling: SEMCO, Charlotta and Simon

A10: Fairtrade: Simon and Charlotta (Alison is willing to support if necessary)

### Thursday 14:30

Experiences of Joint Green Procurement in Goteborg (Eren Andersson)

B1 Tool 4/5/6 Simon Clement

Tool 10/11 Melanie Wosner and Nicole Fletcher: we would like to present tool 10/11 which is about working with suppliers, at the moment there is no obvious slot as the workshops are dedicated to particular products.

<b>Action</b>	ICLEI to inform LEAP partners how to register, to obtain free places.	ASAP
<b>Action</b>	Alison and Diane, through the Steering Group will ensure the LEAP presentations feature in the Conference Programme	Steering Group Meeting 19 <sup>th</sup> June 06
<b>Action</b>	All LEAP presentations must look the same, graphics and a 'look' for the final tools are to be developed and a Powerpoint template will be produced for all presenters to use.  All presentation must be submitted to the beneficiary in advance of the conference. (They will be sent to EcoProcura as a complete set)	1 <sup>st</sup> August 06  18 <sup>th</sup> August 06

## 8. Dissemination

One of the major requirements of LIFE funding is for projects to disseminate as widely as possible. Please remember if you are producing dissemination materials, press releases you **MUST** make reference to the finding source ie LIFE funding from the European Commission and include the LIFE logo.

The major output from the project will be the Toolkit. The Beneficiary, G2L and ICLEI are working to ensure this will be professionally presented, with attractive graphics and will be user-friendly.

The Toolkit will be freely available for anyone to use available on-line and on a standalone CD.

### **Not discussed at the meeting, but resulting from subsequent discussions:**

*The costs of designing the Toolkit for a web-base and CD will need to be shared by all partners. It is important that the website and CD look professional and are easy to use and navigate, the design and artwork will also be used for our presentations at EcoProcura and any other subsequent dissemination events any of us attend. Once the costs are known the beneficiary will circulate and ask partners to contribute to the costs.*

<b>Action</b>	All LEAP partners to identify networks through which the Toolkit can be disseminated and estimate how many CDs they will need, pass this information to Alison	28 <sup>th</sup> July 06
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## 9. Next Meeting

The next LEAP meeting will be held in BARCELONA on Friday 22<sup>nd</sup> September.

Further details will follow nearer the time