

Notes of LEAP Project Meeting

Date: 29th and 30th November

Place: Municipality of Amaroussion, Athens

1. Briefing for New Participants

This session was held for the 3 partner's that were unable to attend the 1st LEAP meeting in Leicester in November 2003, (London Borough of Sutton, Municipality of Amaroussion, and Kalithea-Rhodes) and new member's of staff from Partner's that did attend the Leicester meeting.

Helmut Lusser gave a presentation introducing the LEAP project, it's aims and objectives and progress to date. (copy attached)

Alison Lea gave a presentation about project management and administration (copy attached)

2. Introduction of new colleagues and feedback from dissemination activities

One of the key objectives of LIFE funding is the dissemination of information, research findings and outcomes. All Partner's are required to disseminate information about the LEAP project, the following dissemination activities were reported by Partners.

Leicester:

Sustainable City Officer Group at Leicester City Council

ESPO (purchasing consortium) Environment Group

Leicester Mercury newspaper

LIFE newsletter produced in the UK by DEFRA

Sandwell:

Politicians and Officers at Sandwell.

Black Country Regional network

Forum for the Future's Local Authority Partner's Network (LAPS). LAPS have produced a Sustainable Procurement Tool. A copy is attached for information.

Lewisham:

Staff newsletter.

London Environment Forum and Local Agenda 21 forum (network of 33 London Boroughs)

LCSG (London Contracts and Supplies Group)

Website

Goteborg:

Website: information on City's website is in Swedish and is being translated to English

Project Leaflet has been translated to Swedish

Information about LEAP was presented to a local conference of Procurement Officers

Almada:

Commitment for participation in the LEAP project was gained from elected councillors

Green Procurement has been incorporated as a theme in the 2004 Planning document

All council services have procedures to follow re: procurement

A training session for 1st and 2nd level managers (165 participants) included information about LEAP

LEAP information was presented at a national workshop on Environmental Management Systems.

IDeA:

Internal dissemination at the IDeA

Included in Procurement Awayday Seminars held by the IDeA

IDeA website

Barcelona:

Internally to council staff

Website

Kalitheia-Rhodes

Municipal Company Board Meetings: presentation of LEAp objectives and Deliverables
Presentations to Member's, technical and financial personnel and Heads of Departments
Global to Local

E-Newsletter sent to Clients and Local Authorities

Evening event planned for May: Green Procurement

Amaroussion:

Press releases

Link to municipal website

SEMC:

Link to website

Newsletter to all Local Authorities and Government Offices

SEMC Board of Directors: representatives from private and public sectors

Sutton:

Corporate Environment Group: LEAP is an approved project

Commitment has been gained from Chief Officers

LEAP information has been included in training provided to Local Business

Website

Southwark:

Assistant Chief Executive and Councillors have been briefed about the project

Internal Procurement Website

Meetings with London Contracts and Supplies; LEAP briefing given

Holargos:

Website

Feature in Local magazine

Disseminated to other EU Projects; eg Green Med

Global to Local

Link on website

Regular coverage in G2L e-newsletter

Briefing of all G21 consultants

Promotion at Sustainable Procurement Seminar on 20 May.

ICLEI:

Project Leaflet has been distributed to ICLEI membership

LEAP website has been developed; further info (logo's and text) needed from some partners

Presentations have been given in Italy, Germany and UK.

Action: ALL

The list of dissemination activities above should give all of us lots of ideas for further dissemination activities.

Please look at Table "Task 9 Breakdown" (attached) and prepare a schedule of activities you are going to carry with your time allocation for Task 9.

We have the results of the "Survey on EMAS use in Local Authorities in Europe" and "Procurement Practices in Local Authorities". Copies of both reports attached. These should be disseminated to all our groups and networks.

3. Survey on EMAS use in Local Authorities in Europe

Helmut Lusser presented the findings from the survey carried out. A copy of the presentation and the report is attached.

4. Green Procurement Tools

Global to Local, prior to the meeting had produced a paper detailing the 11 procurement tools and made suggestions about which partner could lead on the development of each tool and which partner's were able to offer a support.

After discussion and negotiation each tool was allocated a lead partner and partners who were able to support the lead partner.

A paper is attached describing each tool and who the lead and support partners are.

Action: ALL

All partners responsible for developing a tool to produce a 1 page outline of what/how/when they intend to do and a timeframe over which the tool will be completed.

What do you already know

Where are the gaps

Where do you need help-support

An outline time frame

Please send this to Alison Lea by Friday 14th May.

5. Procurement Practice in Local Authorities

Christoph Erdmenger from ICLEI presented the findings and draft conclusions from the Survey Questionnaire sent to LEAP partners on behalf of Simon Clement. . The draft report on the results had been disseminated before the meeting and is available to LEAP partners on request.

6. Project Management

The following issues were raised:

Time Sheets: Partners MUST complete timesheets for the duration of the LEAP project, these need to be available for auditing.

The budget (particularly the External Assistance budget) relies on all partners spending the required time on each tasks. Please look at the attached Excel Sheet "Partner's Time", and make sure you are spending the required amount of time on the tasks.

Auditing: Each Partner will need to carry out a full financial audit once the LEAP project has finished (31st October 2004). Guidelines will be issued shortly by the Commission and as soon as these are available they will be circulated.

Spread of time across tasks: The overall personnel time spent on the project must reflect what is in the contract (approved project proposal) and as much as possible we should stick to the time allocations for each task. However there is some room for flexibility.

How many days in a month?: the LEAP project has assumed there are 17.5 working days in a month, this is the figure you should use when calculating how much time you have spent on the project eg: if you need to spend 1 person months on Task 3, this will be 17.5 days of your time.

6-monthly Report: The contract states we will submit 6-monthly report to the commission. The 1st report will cover the period 1st November 2003-30th April 2004. Leicester have issued a proforma to help you provide the necessary information. Please make sure all information including a financial report is sent to Leicester immediately after the meeting in Amaroussion.

7. Organisation of Joint Procurement Process

David Geere from the IDeA talked through the proposed joint procurement process.

The following comments were made:

Eleni Maglara: raised a concern about transport and problems around international distribution, were we going to be able to find suppliers who could supply the same product to several different countries.

Dave Starling: commented on the example of paper we should test products if we are to get agreement to buy a different product

Procedure for OJEU notice: should this be restricted or open procedure, restricted might be better but we need to ensure procurement regulations are adhered to

Ken May: stated, we can ask questions to tenderers who qualified in a pre-selection procedure and on this basis amend the tender documents, but the questions and answers must be made available to all qualified tenderers.

Contract Management: is there a budget to manage a contract if it runs after the end of the project?

Contract evaluation: it was suggested representatives from partners should form an evaluation team

Goteborg: stated National laws differed between countries even though there were EU Procurement Directives, should we compare different countries application of EU law? There may be the possibility to challenge EU Directives, but if so there will be costs involved and where is the budget for this.

In Sweden, all documents need to be publicly available including the contract evaluation documents

Lewisham: felt that UK law did not constrain procurement as much as other countries. We should take life-cycle costs into consideration when choosing products-suppliers. Environmental and Sustainable Development issues should be included in evaluation criteria

A solution to the different country legislation maybe to develop national contracts with a common specification

Sandwell: thought that the joint procurement process would depend on the products being purchased

Barcelona: Maria was going to check-out the procurement situation in Barcelona

Southwark: it is important to agree products and joint procurement process quickly

Sutton: at present they use a standard pre-qualification questionnaire there may be commercial confidentiality on some documents

Leicester: the proposed Gantt chart for the Joint Procurement process will change depending on the products being purchased

The environmental benefits of the products must not be lost in the process of developing a joint procurement process

Consideration must be given to emerging EU Directives and how they will be translated into National Law. We must ensure we have made provision for due diligence (or face paying damages)

Amaroussion, Holargos and Kalithea-Rhodes: considerable debate took place about the Greek interpretation of EU Procurement Directives. These partners felt they were not able to choose so freely their suppliers of certain goods and services, with different products being covered by different laws. There is the possibility to challenge and speak to the Greek ministry about this.

ICLEI: What terms and conditions and which place of court are to be used. Lewisham volunteered to circulate a copy of their Standard Terms and Conditions for partners to comment on and feedback to Christoph.

The call for tender will be at an EU level, we need to consider delivery conditions

Do we use a combination of an EU framework contract with individual supply contracts, which fix the local terms and conditions?

Do we use a standard specification for each contract, but vary the contract for each partner, each partner having its own pricing table?

Which points on the Gantt chart are crucial? An agreement was made on four sign-off points in the procedure. These are the final product specifications, the law and location of the contract, the OJEC notice and the award of the contract.

Action:

Lewisham to circulate T&C's, other partners to comment back to CE

David Geere to amend Gantt Chart as per this discussion

8. Choice of Preferred Products and assignment of tasks for Joint Procurement

Christoph led a discussion about the possible products which could be considered for the 2 joint procurement exercises.

The information presented was taken from the product questionnaires completed by partners.

The potential products are:

Paper

Monitors

Computers; desktop or laptop

Cleaning Products

It was decided to consider Monitors and Cleaning Products with Sandwell on the procurement of monitors and Lewisham with support from Southwark leading on the Cleaning Products procurement.

Development of the Joint Procurement Model needs to run to a tight timescale so that in November it is ready to be used for the first tender exercise. The process needs expert procurement knowledge and it was felt a sub-group of procurement people (from LEAP partners) should meet and talk regularly over the development of the model.

9. Venue of the final conference

At the first LEAP meeting last November, a decision was made that the final conference should be held jointly with the Eco-Procure conference. 2 Partners had expressed an interest in hosting the joint Eco-Procure-LEAP conference; London Borough of Southwark and Barcelona.

After a presentation from each Partner, a vote was cast, and the final conference will be held in Barcelona.

Thank you to both Janet from Southwark and Maria from Barcelona for offering to host the conference.

10. Other business

An additional project meeting will be held in October 2004 in Almada Portugal, in order to agree on the joint procurement procedure. The suggested date is 28/29. October.