

Second semester

A13 Action Plans Guidelines

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Introduction

GPP-STREAM aims at improving the management, implementation and monitoring of policy instruments that integrate GPP approaches to ensure that resource efficiency gains can be maximised and that resource efficiency objectives are institutionalised through GPP.

The objective of these guidelines is to explain how to use the transnational learning experiences and the exchange of best practices, carried out so far, to improve each organisation's policy instruments. In the fourth semester, each organisation shall apply these guidelines to develop its action plan.

As specified in the Application Form under activity A22 DEVELOPMENT OF THE ACTION PLANS, the action plans shall describe in detail the practical measures for the use/promotion of GPP within EU funds beneficiaries and urban/rural development strategies, including timetable, stakeholders' role and funding.

The measures of the action plans shall aim at improving:

- the integration of GPP within the funding programmes and sectoral/development plans;
- the management and implementation of the policy instruments by overcoming the obstacles associated with the GPP approach (e.g., by enhancing the capacity of national, regional and local administrations to align their actions; stimulating the adoption of green demand for goods, works and services along all phases of policy instruments' implementation, including those that are affected but not directly managed by the authorities that developed the policy instruments);
- the organisation's capacity of monitoring GPP implementation by final beneficiaries and its related environmental benefits in terms of resource efficiency;
- the assessment of whether resource efficiency objectives have been institutionalised through GPP and the interaction of different policy instruments within one administration and across various government levels.

GPP-STREAM Action Plans Guidelines

Guidelines are provided to fill in each part of the template provided by the INTERREG EUROPE programme and included in the annex of this document. Each action plan should be designed so as it is clear which project and which partner organisation are concerned (e.g. through the project logo and organisation logo or letterhead). In case the action plan is written in a national language, an English version of the document should also be made available to facilitate its future dissemination and capitalisation. As a reference for the structure and design of the document, you can check the examples of action plans from the following projects: [ERUDITE](#), [NICHE](#), [iEER](#) or [CLUSTERS3](#).

Part I – General information

Fill in the form with the general data related to your respective organisation, region and relevant contact persons responsible for the implementation of the Action Plan.

Part II – Policy context

To fill in Part II, describe the policy context for the Action Plan. Include references to both the policy instrument addressed and other plans/programmes/strategies that can be linked to it. The table below (*Table 1*) shows examples of plans/programmes/strategies that have potential connections with the EU GPP common criteria and/or the Italian GPP criteria.

Table 1

EU GPP common criteria/Italian GPP criteria	Plans/Programmes/Strategies (at national, regional or local level)
<ul style="list-style-type: none"> - Electricity (EU criteria) - Road Transport (EU and IT criteria) - Energy services (IT criteria) - Computer and monitors (EU and IT criteria) - Imaging Equipment (EU and IT criteria) - Electrical and Electronic Equipment in the Health Care Sector (EU criteria) 	<ul style="list-style-type: none"> - Energy plans (national/regional) - SEAP - Sustainable Energy Action Plans (local) - Transport management (national/regional) - Sustainable mobility (local)
<ul style="list-style-type: none"> - Wastewater Infrastructure (EU criteria) - Urban waste (IT criteria) 	<ul style="list-style-type: none"> - Waste management plans (national/regional/local) - Circular economy plans
<ul style="list-style-type: none"> - Office Building Design, Construction and Management (EU and IT criteria) - Sanitary Tapware (EU criteria) 	<ul style="list-style-type: none"> - Sustainable building programme (national/regional/local)

- Water-based Heaters (EU criteria)	- Climate Change Adaptation Plan (national/regional/local)
- Furniture (EU and IT criteria)	
- Paints, varnishes and road markings (EU criteria)	
- Copying and graphic paper (EU and IT criteria)	- Bio-economy Strategy roadmap (national/regional)
- Food and Catering services (EU and IT criteria)	
- Gardening products and services (EU and IT criteria)	
- Textiles (EU and IT criteria)	
- Work shoes and leather accessories (IT criteria)	
- Diapers (IT criteria)	
Toner (IT criteria)	Transversal criteria
Cleaning products and services (EU and IT criteria)	Transversal criteria
Sustainable events (IT criteria)	Transversal criteria

This section should also include a description of how the measures included in your Action Plan can contribute to improving the design and/or implementation of other policy instruments at regional/national level connected with the one directly tackled by each partner. The table below (*Table 2*) illustrates examples of potential synergies which can be established in relation to each partner's specific policy instrument.

Table 2

Partners	Policy Instrument	Examples of synergies among different policy instruments
1. Ministry of Environment (Romania)	Romanian National GPP Action Plan (Planul național de achiziții publice verzi)	<ul style="list-style-type: none"> The action plan includes a tool to measure the natural resource savings achieved thanks to GPP that can also be applied to the National Infrastructures Plan and Transport
2. Auvergne-Rhône-Alpes Energy Environment (France)	French National GPP Action (Plan National d'Actions pour les Achats Publics Durables)	<ul style="list-style-type: none"> The action plan includes a matrix (and a set of indicators) to compare the reduction of waste production at the national level (set by the National Waste Management Plan) with the actions of the GPP National Action Plan The action plan includes a set of indicators to assess the effectiveness of the climate

		change mitigation actions included in urban plans.
3. Autonomous Region Friuli-Venezia Giulia (Italy)	Regional Operational Programme of Friuli-Venezia Giulia Region (ROP – ERDF 2014-2020)	<ul style="list-style-type: none"> The action plan includes governance measures aimed at using the funding for the energy retrofitting of public buildings based on the priorities established by the urban SEAP. In this way, the SEAP can count on specific financial resources.
4. North-East Regional Development Agency (Romania)	Regional Operational Programme of North-East Region (ROP – ERDF 2014-2020)	<ul style="list-style-type: none"> The action plan includes monitoring measures to match the environmental benefits in terms of resources efficiency.
5. Centre for Sustainability and Economic Growth (Bulgaria)	Regional Operational Programme of South-Central Region (ROP – ERDF 2014-2020)	<ul style="list-style-type: none"> The action plan includes governance measures to establish a cross-sectoral and multi-stakeholder table for the definition of common criteria, synergetic options and intervention priorities.
6. Association of Municipalities of Ribera Alta Region (Spain)	Regional Operational Programme of Valencian Region (ROP – ERDF 2014-2020)	
7. Lazio region (Italy)	Rural Development Plan 2014-2020	The action plan includes GPP toolkits for beneficiaries.
8. Municipality of Gabrovo (Bulgaria)	The municipal development plan of Gabrovo Municipality 2014 – 2020	The action plan includes GPP toolkits for beneficiaries.

Part III – details of the actions envisaged

Before starting to fill in PART III:

1. Make a list of what you have learned during each international exchange learning meeting, e.g. a new GPP practice, innovative criteria, monitoring systems, approaches to GPP planning, ways to engage suppliers, information campaigns;

2. Verify within your organization and with your stakeholders, if any of the above-identified elements are of interest for them, if they have applied similar tools/practices, and if they agree on including them in the action plan;
3. Make a preliminary feasibility assessment of adopting the tool/approach/practice in your context, by taking into accounts needed competences and financial resources;
4. Based on the 3 points above make a list of actions (from 3 to 8) that could be included in your action plan.

For each identified action, as reflected by the programme template, the following minimum information shall be provided: background and link to the project; activities; stakeholders involved; timeframe; costs and funding sources. A list of examples of actions to be included in the Action Plan can be found in the table below (*Table 3*). Make sure that each action is clearly linked to the project by specifying how it derives from the interregional learning process. If an action cannot be related to any activities carried out throughout phase 1 of the project, then it should not be included in the action plan.

Following steps

The first draft of your Action Plan, once ready, should be shared for feedback within your organisation, with the policy instrument's managing authority and your stakeholders. Starting from the fourth semester, the drafts of the Action Plans will also go through a peer-to-peer review process among partners (both online and face-to-face during the last transnational learning event). The Action Plan must be finalised by the end of the fourth semester (i.e., 31 May 2020).

The Action Plan shall be started to be implemented and monitored during the "**Action plan implementation follow-up**" which begins in the fifth semester and continues until the end of the project. In this phase, all the relevant stakeholders identified for the implementation must be mobilised

Table 3: 21 examples of measures, organised by type, which can be included in the Action Plan

Type 1	Nature of the action	Expected results	Stakeholders involved	Costs and funding resources
Support to enterprises in the transition towards more efficient use of material and energy inputs	ACTION 1: Working groups with representatives from institutions and enterprises Sector-specific working groups with representatives of the policy instrument managing authority and local producers' organization to enhance the knowledge and skills of enterprises in relation to GPP and resource efficiency. The organisation of 5 or more meetings per year (throughout the two-year implementation phase of GPP-STREAM) with specific working groups related to the various industrial sectors in the region (e.g., furniture, mechanical engineering, agribusiness, textile)	Improved capacity of enterprises to participate in GPP tenders and increased availability of green products and services on the market	Ex: a regional official from the Environmental Department (on behalf of the policy instrument managing authority) in charge of coordinating the organisation and implementation of the working groups	Zero cost/Almost cost-free
	ACTION 2: MSc in GPP Support for the establishment of a Master of Science programme in GPP, resource efficiency, products life cycle, certifications, eco-design, etc.	Increased availability of professionals who can define strategies for the ecological transition of SMEs and large enterprises	Universities Enterprises	To be evaluated

	ACTION 3: Network of transitioning SMEs Support for the creation of a network of SMEs which support each other and are supported in their transition towards greener production processes. These networks are often participated by the SMEs that belong to the supply chain of larger enterprises.	Increased availability of green products and services on the market	Universities University spinoffs Enterprises Regional Administration	Zero cost/Almost cost-free
	ACTION 4: Fiscal incentives Fiscal incentives to favour the ecological transition of SMEs	Increased availability of green products and services on the market	Regional Administration	To be evaluated
	ACTION 5: GPP expert register Establishment of a register of experts, organized by product category, who can support both PAs in the draft of the tenders and enterprises in the qualification of their production process. These experts should be technicians who can carry out products' LCA and define strategies for the ecological transition of the enterprises. Examples of product categories: Furniture for public buildings and offices Urban furniture Street lighting Construction materials Paper and paperboard IT equipment (computers, monitors, printers, etc.) Textiles Cleaning products	Increased availability of green products and services on the market	Regional/Municipal Administration Environmental consulting firms Regional environmental protection agency Chambers of Commerce	Zero cost/Almost cost-free

Development Fund	Catering services Waste management			
	ACTION 6: Funding for innovation Allocation, within the next programming period 2021-2027, of specific funding for process and product innovation towards GPP criteria	Increased availability of green products and services on the market	Officer in charge of the regional operational programme	To be evaluated
	ACTION 7: Environmental Helpdesk Establishment of a helpdesk, at least once in each main city/industrial district of the region, to provide information and technical support to enterprises on: <ul style="list-style-type: none">• Product LCA• Gap analysis between product environmental performance and GPP requirements• Action plan to improve the production process• Plan for the qualification of the supply chain• Information on the available product certification The helpdesks could be made operational for the two-year implementation phase of GPP-STREAM, and then they could be funded through specific resources from the new programming period.	Enhanced knowledge by enterprises on their products' environmental impacts throughout the life cycle Increased awareness and responsibility of producers in relation to their products' consumption of resources throughout the lifecycle	Technical officers of the policy instrument managing authority Regional environmental protection agency	Zero cost/Almost cost-free (in case the helpdesks are run by internal employees of the public authorities)

Action 8: Easy consultation of green public tenders Creation of search engines on both institutional websites and private online platforms to ease the identification and consultation of green tenders by enterprises. The search engine could include an icon that identifies the tenders with GPP criteria, thus allowing enterprises to identify market opportunities for their green products and services.	Enhanced matching between the public demand and the market supply of green products and services	Regional Administration Agencies for the digitalisation of the PA Chambers of Commerce	Zero cost
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Type 2	Nature of the action	Expected results	Stakeholders involved	Costs and funding resources
Enhancement of the governance of GPP policies to align the public spending to both sustainable development and resource efficiency objectives	Action 9: Discussion Table (ROP – GPP – Regional strategy for Sustainable Development) Establishment of a discussion table to define integrated policy strategies within the public authority (ROP, GPP, Agenda 2030), participated by: officers in charge of the policy instrument; officers in charge of the EU funded projects of which the public authority is partner and that are related to environmental themes; officers in charge of the Regional Plan for Sustainable Development and/or Circular Economy; representatives of public EU funds beneficiaries (e.g., municipalities); representatives of environmental protection agencies.	Enhanced capacities of public officials to define the strategies for sustainability and to manage plans/programmes so that the impacts in terms of ecological transition of the market can be maximised	The Discussion Table could be activated and coordinated by either the Regional officer in charge for the promotion of GPP or a Regional officer of the General Affair Department/ Environmental Department	Zero cost/Almost cost-free

	<p>This discussion table shall meet once a month and should aim at identifying the synergies among the various policy strategies managed by the same public authority and at systematically integrating the GPP approach to green the public spending. The creation of synergies among the policy instruments would improve their effectiveness by maximising the overall positive impact in terms of resource efficiency objectives.</p> <p>ACTION10: Forum on GPP</p> <p>The organisation of a two-day event dedicated to GPP with workshops and information/training activities addressed to local institutions (e.g., municipalities, local health authorities, park authorities, agencies, sports associations, research institutions)</p>			
	<p>ACTION10: Forum on GPP</p> <p>The organisation of a two-day event dedicated to GPP with workshops and information/training activities addressed to local institutions (e.g., municipalities, local health authorities, park authorities, agencies, sports associations, research institutions)</p>	<p>Increased knowledge on GPP also by small public EU funds beneficiaries and enhanced engagement of these actors in the definition of environmental policies.</p>	<p>Regional/municipal officer in charge for the promotion of GPP</p>	<p>Costs related to the organisation of the two-day event</p>

Type 3	Nature of the action	Expected results	Stakeholders involved	Costs and funding resources
Capacity building of public administrators for the elaboration of green tenders, selection of offers and management/e	<p>ACTION 11: Coaching on the job</p> <p>Set up of training activities (workshops, coaching, helpdesks, webinars) addressed to both regional officials and representatives of public EU funds beneficiaries to teach them how to practically include GPP criteria in their purchasing processes.</p> <p>The implementation of the training activities could be outsourced to external organisations with consolidated expertise in GPP training.</p>	<p>Enhanced capacities of public purchasers in relation to the technical aspects involved in the application of GPP requirements, and reduced risk of unsuccessful procedures caused by an incorrect application of GPP criteria.</p>	<p>Regional/municipal officer in charge for the promotion of GPP</p> <p>Environmental consulting firms</p>	<p>Costs related to the outsource d service</p>

Execution of the contract	ACTION 12: Support for GPP application Establishment of a dedicated office or working group of GPP experts within the Environmental Department to support officials in the application of GPP requirements (e.g., with the interpretation of the norms, with receiving answers from the Ministry of Environment to specific questions related to GPP)	Reduced risk of unsuccessful procedures caused by an incorrect application of GPP criteria.	The Discussion Table could be activated and coordinated by either the Regional officer in charge for the promotion of GPP or a Regional officer of the General Affairs Department/Environmental Department	Zero cost/Almost cost-free
	ACTION 13: Platform of competencies on GPP Creation of an online platform on the public entity institutional website where the most skilled officials can share their knowledge and experience on GPP with the less skilled colleagues. The platform could also include shared folders to exchange best practices and tools (e.g., GPP tender models, LCC calculation tools) and forum to discuss specific legal and technical aspects related to the application of GPP. It could be made operational for the two-year implementation phase of the project and then included in a more consolidated way within the new programming period	Enhanced capacities of public purchasers in relation to the technical aspects involved in the application of GPP requirements, and reduced risk of unsuccessful procedures caused by an incorrect application of GPP criteria.	Regional/Municipal Administration Chambers of Commerce Agencies/Department for the digitalisation of the PA	Almost cost-free

Type 4	Nature of the action	Expected results	Stakeholders involved	Costs and funding resources
Establishment of tools, methodologies and practices to account and monitor GPP implementation and its environmental and economic benefits	ACTION 14: Analysis of the contribution of the policy instrument in terms of resource efficiency Definition of sets of standardised GPP indicators (one set for each product and service category) and calculation tools to measure the environmental and economic benefits achieved through the implementation of the policy instrument	Increased knowledge of the results in terms of resource efficiency gains	Regional/Municipal officer in charge for the promotion of GPP	To be evaluated
	ACTION 15: GPP monitoring methodology Implementation of the monitoring methodology defined within GPP-STREAM	Enhanced knowledge of the progress in terms of GPP dissemination	Regional/Municipal officer in charge for the promotion of GPP	To be evaluated
	ACTION16: Monitoring of the green products and services available on the market. Establishment of a catalogue containing all the green products and services procured by the public entity. This catalogue would allow the public purchasers to: <ul style="list-style-type: none">• assess the ability of the market to provide innovative green solutions to the needs of the PA;• adjust the levels of the required product environmental performance based on the actual ability of the market to supply those products.	Increased knowledge on the market's ability to meet the public demand for innovative green products	Regional/Municipal officer in charge for the promotion of GPP	To be evaluated

Type 5	Nature of the action	Expected results	Stakeholders involved	Costs and funding resources
Support the dissemination of GPP at all levels of PA to have relevant impacts on the market and in terms of resource efficiency gains	ACTION17: Help desk Activation of a Help Desk to support the EU funds public beneficiaries in the integration of GPP in their public tenders. The Help Desk shall be managed by a regional official who provides immediate support to solve specific technical and legal issues related to the application of GPP in real tenders	Reduced numbers of tenders without GPP criteria awarded by the PAs	Regional officer in charge for the promotion of GPP	Zero cost/Almost cost-free
	ACTION18: GPP price list Creation of a price list for green products and services based on a previous market analysis	Improved capacity to assess the actual costs for green goods and services	Regional officer in charge for the promotion of GPP	The costs are related to the number of items included in the price list

Type 6	Nature of the action	Expected results	Stakeholders involved	Costs and funding resources
Improve the communication to citizens regarding GPP and its environmental and economic benefits	ACTION19: GPP awarding decisions The official document (i.e., deliberation), by which the contracts are awarded to private operators, should include a table with the amount of the energy and material resources saved through the green tender (as compared to a traditional tender).	Increased awareness by the general public regarding GPP and its environmental and economic benefits	Regional/Municipal officer in charge for the promotion of GPP	Zero cost/Almost cost-free
	ACTION 20: TV-screens in offices open to public	Increased awareness by the general public regarding GPP and its environmental and economic benefits	Regional/Municipal officer in charge for the promotion of GPP	Costs related to the purchase of

Development Fund	Installation of one or more screens, in offices open to the public, displaying real-time values regarding the energy and material resources saved by the public authority since the beginning of the year thanks to green tenders ROP/GPP	environmental and economic benefits	charge for the promotion of GPP	TV-screens and the set-up of the real-time monitoring system
	<p>ACTION 21: GPP open days and awards to enterprises</p> <p>Dedicated open days initiatives to inform the citizens on GPP/ROP and to award the most innovative green products and/or enterprises that contributed the most in the ecological transition of the market</p>	Increased awareness by the general public regarding GPP	Regional/Municipal officer in charge for the promotion of GPP	Costs related to the organization of the event

ANNEXE

Interreg Europe action plan template

Produced by each region, the **action plan** is a document providing details on how the lessons learnt from the cooperation will be implemented in order to improve the policy instrument tackled within that region. The minimum information to be provided per action includes the way the action is linked to the project, the nature of the activities to be implemented, their timeframe, the stakeholders involved, the costs and funding sources. If the same policy instrument is addressed by several partners, only one action plan is required. The action plan should also include actions that may have already been initiated in phase 1.

Action Plan for the region of XX

Logos of project & partner

Part I – General information

Project: _____

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Partner concerned: _____ organisation(s)

Country: _____

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NUTS2 region: _____

Contact person: _____

Email address: _____

Phone number: _____



Part II – Policy context

- The Action Plan aims to impact:
- Investment for Growth and Jobs programme
 - European Territorial Cooperation programme
 - Other regional development policy instrument

Name of the policy instrument(s) addressed: _____

Further details on the policy context and the way the action plan should contribute to improve the policy instruments:

Part III – Details of the actions envisaged

ACTION 1:

Name of the action: _____

1. **Relevance to the project** (*please describe how this action derives from the project and in particular from the interregional exchange of experience. Where does the inspiration for this action come from?*)

2. **Nature of the action** (*please describe precisely the content of action 1. What are the specific activities to be implemented?*)





ACTION 2

Name of the action:

- 1. Relevance to the project** (*please describe how this action derives from the project and in particular from the interregional exchange of experience. Where does the inspiration for this action come from?*)

- 2. Nature of the action** (*please describe precisely the content of action 1. What are the specific activities to be implemented*)

- 3. Stakeholders involved** (*please indicate the organisations in the region who are involved in the implementation of the action1 and explain their role*)

- #### **4. Timeframe** (please specify the timing envisaged for action 2)

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5. **Costs** (*please estimate the costs related to the implementation of action 2*)

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6. **Funding sources** (*please describe how action 2 will be financed. Is it through the policy instrument(s) indicated in part II*):

ACTION X

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Date: _____
Name of the organisation(s) : :

Signatures of the relevant organisation(s): _____