



## **ACTION PLAN**

**For promotion of green public procurement  
implementation during the realization of the  
Municipal Development Plan of Gabrovo  
Municipality**

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## LIST OF ACRONYMS AND ABBREVIATIONS

<b>BAR</b>	Bulgarian Association of Recycling
<b>PPA</b>	Public Procurement Act
<b>GPP</b>	Green public procurement
<b>IPURD</b>	Integrated Plan for Urban Regeneration and Development
<b>NAP</b>	National Action Plan
<b>PP</b>	Public procurement
<b>MDP</b>	Municipal Development Plan
<b>RIC</b>	Regional Information Center
<b>PPAIR</b>	Public Procurement Act Implementing Regulations
<b>RDE</b>	Regional Department of Education
<b>LCC</b>	Life-cycle costs

## I. EXECUTIVE SUMMARY

The wider use of green public procurement (GPP) is an objective of sustainable development policies and at the same time a strategic choice for their implementation. While attempting to change production and consumption models, the public authorities should be encouraged to integrate sustainable development aims into decision-making processes, including those which are related to planning of the local development, investments and public procurement. In this regard, GPP is one of the factors being instrumental for the sustainable development of the respective territory. The introduction of such a practice



could influence production and consumption tendencies. The search for more environmentally-friendly products by public authorities could trigger the creation of new or expansion of the existing markets for green and innovative products and services. This, in turn, would stimulate businesses to develop green technologies, resulting in products and services with a more favorable effect on environment and economy as a whole. In addition, the citizens' awareness and their consumption habits are another decisive factor for sustainable development. And their attitude is shaped and formed through the development of new culture, capacity building and trainings.

The environmentally-friendly purchasing means examination of the procedures for acquisition of products and services not only on the basis of initial purchasing costs, but also on the basis of ecological effect during the whole product life-cycle, expenses of the owner of products/services (operating costs), as well as redirection of purchases/services/construction works towards green products. GPP is an instrument which has a significant role in the integrated product policy and the sustainable development strategies in general. Thus, the use of “green” criteria in public procurement can:

- influence the market, as well as other related parties, operating in it (companies, consumers);
- facilitate the integration of ecological intentions in the policies of other sectors;
- assist the integration and implementation of various instruments in the frames of the integrated product policies of local authorities.

The current Action Plan is elaborated under Phase I of Project PGI05251 GPP-STREAM (Green Public Procurement and Sustainability Tools for Resource Efficiency Mainstreaming). The project is executed under the INTERREG Europe Program, Priority Axis 4 „Environment and resource efficiency“, Specific objective 4.2. „Improve the implementation of regional development policies and programs”, Aim „Growth and jobs investments”. The project partners are nine regional administrations and institutions from five EU member states, which cooperate with each other to improve their regional development policies and programs. The Action Plan will be implemented during Phase 2 of the project in the period between 01/06/2020 and 01/06/2022.

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 main goals of the project are to support the project partners in the GPP-STREAM network, so that the transnational learning experiences and exchange of best practices could be transferred to improve each organisation’s policy instruments.

The Action Plan seeks to increase the effectiveness of the realization of the Municipal Development Plan of Gabrovo Municipality (MDP) not only in the current program period, but in the next one too, containing specific details about the main activities, timetable, funding, stakeholders' role, , persons from the team of the contracting authority, who are responsible for their conduction, and in relation to the expected practical implementation of GPP.

The project goals have a leading role in the Action Plan elaboration, namely:

- improvement of the MDP management, integrated with GPP implementation approaches;
- improvement of the integration of GPP into the policies outlined in the MDP of Gabrovo Municipality;
- capacity building – improvement of the capacity of the municipal administration of Gabrovo and the local stakeholders, in order to make their actions correspond to the measures envisioned in the Plan and to achieve a successful conduction of local GPP policies.
- enhancement of the adoption of environmentally friendly demand of products and services during all stages of the MDP realization;

The structure and contents of the Action Plan are divided into five parts and are in full compliance with the elaboration guidelines, provided by „Ecosistemi“ Foundation to all project partners in order to ensure a unified methodology for comparison and cross-check of the separate products. The general requirements to the Plan content are supplemented by an additional part which is related to the monitoring of the execution of the Plan activities and binds the specific activities to the indicators for their implementation.

The principles for partnership and cooperation have been adhered to in the process of the Action Plan elaboration. The stakeholders on the territory of Gabrovo Municipality, which are related to the “green criteria” implementation in the process of PP procedures conduction, have been identified even at the Plan preparation stage.

To involve the local stakeholder in the process of the Action Plan elaboration, the following methods were used:

- **Semi-structured interviews with key stakeholders were conducted.** In July 2019 there were carried out interviews with employees in “Public Procurement and Concessions” Department; representatives of secondary authorizing officers to Gabrovo Municipality; experts from Gabrovo Municipality Departments on “Finances and Budget”, “Law”, “Projects and Economic Development”, „Infrastructure and ecology”, etc.; representatives of other state and municipal institutions (potential partners for joint procurement); business representatives; members of Gabrovo Municipal Council, etc. As a result, an analysis on the current practice on the organization of supply of products, services and construction works was prepared. The analysis identifies opportunities for effectiveness improvement in the process of PP management, oriented towards an increase in the number of “green criteria” in PP, as well as outlines predicaments/problems in PP.
- **GPP Roundtables** – Four roundtables with all interested parties on the territory of the municipality were organized under GPP STREAM Project in the process of the Action Plan preparation. The roundtables brought together representatives of various state and municipal bodies, as well as non-profit organizations (NGOs): Public Procurement Agency, National Trust Eco Fund, National Association of the Municipal Secretaries in the Republic of Bulgaria (NAMSRB), Regional Urban Development Fund, Regional Administration – Region Gabrovo, representatives of the local business, Bulgarian Association of Municipal Environmental Experts, Bulgarian Association of Recycling (BAR), Gabrovo Chamber of Commerce and Industry, Museum House of Humor and Satire, Drama Theatre “Racho Stoyanov”, Multifunctional Hospital for Active Healthcare “Dr. Tota Venkova” - Gabrovo, Museum of the Architectural Historical Reserve "Bozhentsi", Regional Historical Museum – Gabrovo, Regional Landfill of Non-hazardous Waste, Regional Ethnographic Open-Air Museum Etar, directors of educational institutions in the municipality, representatives of other municipalities, external consultants, etc. The roundtable participants discussed the significance and role of the GPP for the sustainable and environmentally-friendly territory development. There were presented priority groups of products/services and construction works, as well as individual aspects, related to the administrative and expert activities of the municipal

administration when dealing with GPP and the special features of marketing, which are to be prioritized when elaborating the current Action Plan.

- **Exchange of good practices** – Representatives of Gabrovo Municipality and local stakeholders, participating in the GPP-STREAM project activities, took part in an exchange of experience and good practices among the project partners. They drew a list of good practices which are relevant for Gabrovo Municipality. Good practices of the project partners were also presented during the above-mentioned roundtables.

On the grounds of the drawn conclusions and given recommendations outlined by the conducted expert researches and as a result of the roundtable discussions, the interested parties rallied around the conclusion that the activities in the current Action plan should be combined into four groups of measures:

- Improvement of the management of MDP policies related to GPP implementation and oriented towards the effective and environmentally-friendly use of resources.
- Improvement of the communication with citizens and business, regarding the benefits from the introduction of circular economy principles and the role of GPP.
- Improvement of the capacity of local contracting entities for preparation of GPP procedures, selection of offers and management/execution of contracts (including the stages for monitoring and assessment of impact).
- Introduction of practices for reporting and monitoring of GPP implementation and its ecological and economic advantages.

On the basis of all roundtable discussions, the interested parties agreed on the following specific goals to be met during the execution of the Action Plan activities:

- 25% of Gabrovo Municipality PP procedures to include green criteria until 2022;
- Enhancing the capacity of 50 persons who are representatives of the local stakeholders in term of GPP implementation before June 2022;
- Realization of 6 good practices, inspired by the GPP STRAEM project partners experience, before June 2022;

## 2. GENERAL INFORMATION

<b>PROJECT:</b>	Project PGI05251 GPP-STREAM “Green Public Procurement and Sustainability Tools for Resource Efficiency Mainstreaming”, INTERREG Europe Program
<b>PARTNER ORGANIZATION:</b>	Gabrovo Municipality
<b>OTHER PARTNER ORGANIZATIONS:</b>	Nine regional administrations and institutions from five EU member states
<b>COUNTRY:</b>	Republic of Bulgaria
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### 3. POLICY CONTEXT

**The Action Plan aims to impact:**

(Choose one of the following options):

- Investment for Growth and Jobs programme
- European Territorial Cooperation programme
- Other regional development policy instrument

**Name of the policy instrument(s) addressed:**

1. **Municipal Development Plan of Gabrovo Municipality 2014-2020;**
2. **Municipal Development Plan of Gabrovo Municipality 2021- 2027.**

The main laws and regulations related to public procurement are the Public Procurement Act (PPA) and the Public Procurement Act Implementing Regulations (PPAIR), which in essence transpose the rules of Directive 2014/24/EC and Directive 2014/25/EC.

The PPA indicates which parts of PP procedures could contain “green” criteria:

- Article 47 of the PPA allows the contracting entities to include special conditions in the conditions of performance related to economic or social aspects of contract implementation, innovations, environment protection or employment;
- Article 48 of the PPA allows the inclusion of environmentally-friendly requirements in the technical specifications;

- Articles 51, 52 and 63 of the PPA allows the inclusion of environmentally-friendly requirements in the selection criteria;
- Article 70 of the PPA defines three different contract award criteria;
- Article 115 of the PPA defines requirements for the implementation of awarded contracts.

The PP procedures in the Republic of Bulgaria are awarded on the basis of the most economically advantageous offer and Article 70, paragraph 2, of the PPA indicates the three types of contract award criteria: the lowest price criterion; level of expenditure, including cost-effectiveness and life-cycle costs; the best value for money, which is estimated based on the value or the level of expenditure, as well as on indicators that include qualitative, ecological and/or social aspects related to the subject-matter of the public contract. See Appendix 1- National legal framework (basic regulations in the sphere of GPP).

Currently, there is a lack of an updated strategic document on a national level which enhances the implementation of GPP. The National Action Plan for stimulation of GPP (NAP) has a time horizon up to 2014 and hasn't been updated. The examples given by our project partners show that on the more centralized level the issue is considered, the more realistic, adequate and tangible the results and the undertaken measures are. In this respect, it is advisable that a new NAP is elaborated, which to provide a national vision for the development of the GPP sector, which in turn is to motivate the purposeful implementation of green criteria in PP procedures by the contracting entities. Nevertheless, the national policy encourages the application of GPP which is in full correspondence with the acts adopted by the EU in that sphere and it can be seen in a large number of national strategic documents. (Table 1)

### **Table 1 Basic national strategic documents related to GPP**

<b><i>STRATEGIC DOCUMENT</i></b>	<b><i>RELATION TO GPP IMPLEMENTATION POLICY</i></b>
<b>NATIONAL STRATEGY FOR DEVELOPMENT OF THE PUBLIC PROCUREMENT SECTOR IN THE REPUBLIC OF BULGARIA 2014-2020</b>	Envisions the elaboration of practical guidelines for awarding GPP procedures, as well as the reduction of the “paper” PP procedures and an increase in the e-procurement to protect environment.
<b>PLAN FOR IMPLEMENTATION OF THE NATIONAL STRATEGY FOR DEVELOPMENT OF THE PUBLIC PROCUREMENT SECTOR IN THE REPUBLIC OF BULGARIA 2014-2020</b>	Comprises of specific measures which are to be adopted and realized as part of the implementation of the National Strategy.
<b>NATIONAL DEVELOPMENT PROGRAM: BULGARIA 2020</b>	Outlines the use of GPP as a mechanism for stimulation of the demand on environmentally-friendly products, produced through an effective use of resources.
<b>NATIONAL WASTE MANAGEMENT PLAN 2014-2020</b>	Enhances the use of GPP procedures in waste management. The GPP procedures are described as an instrument for achievement of numerous goals in the waste management sector.
<b>THIRD NATIONAL ACTION PLAN ON CLIMATE CHANGE 2013-2020</b>	Points out the adoption of a Law on Enhancement of GPP as a measure with an indirect effect on the reduction of the greenhouse gas emissions.
<b>ENERGY STRATEGY OF THE REPUBLIC OF BULGARIA FOR THE PERIOD UNTIL 2020</b>	The PP procedures which are associated with energy efficiency requirements are pointed out as a fundamental tool for meeting the goals of the strategy.

<p><b>INNOVATIVE STRATEGY FOR SMART SPECIALIZATION OF THE REPUBLIC OF BULGARIA 2014-2020</b></p>	<p>It notes that the Republic of Bulgaria lags behind on the “green markets”; PP is described as a key tool for provision of opportunities for the business to realize innovative solutions in the sectors of waste, water, energy efficiency and energy technologies; also, the increase in the number of e-procurement procedures is set as a goal.</p>
<p><b>DRAFT OF A NATIONAL CLIMATE CHANGE ADAPTATION STRATEGY AND ACTION PLAN FOR THE PERIOD UNTIL 2030</b></p>	<p>Point out the enhancement of GPP as a measure with an indirect effect on the reduction of the greenhouse gas emissions.</p>
<p><b>INTEGRATED TRANSPORT STRATEGY FOR THE PERIOD UNTIL 2030</b></p>	<p>Points out the limitation of the negative effect of transport on the environment and human health as a measure with an indirect effect.</p>

The current Action Plan for Promotion of Green Public Procurement Implementation was drawn up in accordance with other plans and programs in force, since the aim of planning is to achieve sustainable environmental policies in all program documents – on a national and local level. The formulation of the objectives and activities in the Action Plan was mainly influenced by the following strategic documents on a local level (Table 2):

**Table 2. Basic strategic documents of Gabrovo Municipality and opportunities for integration of GPP policies into them**

STRATGIC DOCUMENT	DESCRIPTION
<p><b>MUNICIPAL DEVELOPMENT PLAN OF GABROVO MUNICIPALITY 2014- 2020</b></p>	<p>GPP could additionally improve the implementation of the following strategic and specific goals of the MDP of Gabrovo Municipality:</p> <ul style="list-style-type: none"> <li>➤ STRATEGIC OBJECTIVE 1. Promotion of the economic growth and improvement of the competitiveness of the business in Gabrovo;</li> <li>➤ STRATEGIC OBJECTIVE 3. Achievement of a sustainable, balanced and adequate management on the territory of Gabrovo municipality;</li> <li>➤ Specific objective 1.1. Increase in the degree of knowledge and information about innovations development with a focus on the priority economic sectors in Gabrovo municipality;</li> <li>➤ Specific objective 3.1 Promotion of entrepreneurship and small and medium-sized companies through a package of flexible local incentives and measures;</li> <li>➤ Specific objective 7.1 Development of the transport infrastructure and modernization of the public transport in order to improve mobility;</li> <li>➤ Specific objective 7.2. Support and creation of conditions for development of a technical and ecologic infrastructure in Gabrovo municipality;</li> <li>➤ Specific objective 8.1. Improvement of the relative facilities and equipment for introduction of energy efficiency measures in public infrastructure;</li> <li>➤ Specific objective 8.2. Introduction of environmentally friendly and resource-efficient approaches so that Gabrovo Municipality gains ground as a “green municipality”;</li> <li>➤ Specific objective 8.3. Development of a “green economy” through improvement of the energy efficiency of production buildings and equipment;</li> <li>➤ Specific objective 9.1. Regeneration, modernization and socialization of the public spaces (including the elements of the green system) and inoperative public domains on the territory of Gabrovo Municipality;</li> </ul>

	<ul style="list-style-type: none"> <li>➤ Specific objective 9.2. Maintenance and creation of an attractive, accessible and safe urban environment;</li> <li>➤ Specific objective 11.1. Effective management and planning through maintenance of a high administrative capacity – development of information and communication technologies, maintenance of a high level of citizens and business service and a higher sustainability in human resources management;</li> <li>➤ Specific objective 11.2. Promotion of the active participation of citizens and business in the decision-making process on publicly significant issues for Gabrovo municipality.</li> </ul>
<p><b>ENVIRONMENTAL PROTECTION PROGRAM OF GABROVO MUNICIPALITY 2016-2020</b></p>	<p>The application of green criteria in PP procedures is in a direct correspondence to the main objective of the Program: <i>conduction of active policies to turn Gabrovo into a modern European municipality standing out by its purposeful efforts for investments in a smart, sustainable, inclusive and territory-balancing economic growth.</i></p> <p>The implementation of GPP procedures policies will directly contribute to the realization of the following activities enshrined in the Program:</p> <ul style="list-style-type: none"> <li>➤ Development of the transport infrastructure and modernization of the public transport in order to improve mobility;</li> <li>➤ Improvement of the relative facilities and equipment for introduction of energy efficiency measures in public infrastructure;</li> <li>➤ Improvement of energy efficiency and introduction of renewable energy sources in public buildings on the territory of Gabrovo Municipality;</li> <li>➤ Introduction of environmentally-friendly and resource-efficient approaches so that Gabrovo</li> </ul>

	<p>Municipality gains ground as a “green municipality”;</p> <ul style="list-style-type: none"> <li>➤ Reduction of the harmful effects of waste through waste prevention and recycling;</li> <li>➤ Increase in the quantities of recycled and reused waste and reduction and prevention of the risks arising from their disposal;</li> <li>➤ Improvement of the administrative capacity of Gabrovo Municipality in the sphere of waste management to ensure clean and safe environment;</li> <li>➤ Increase of the community knowledge and awareness on environmental issues;</li> <li>➤ Involvement of the community in the decision-making process;</li> <li>➤ Information campaigns on environment protection and its advantages.</li> </ul>
<p><b>WASTE MANAGEMENT PROGRAM OF GABROVO MUNICIPALITY 2016-2020</b></p>	<p>The aim of the Program is: <i>From waste disposal to „zero waste“</i>. It summarizes the main goals of Gabrovo Municipality for reduction of the disposed waste and increase of the share of the prevented waste.</p> <p>The Program aims at reflecting the current situation and planning of the measures on waste issues which are to be undertaken by Gabrovo Municipality in compliance with the legal requirements. On the basis of the data collected, there have been proposed expert solutions to the waste management in the municipality.</p> <p>The measures enshrined in the Program outline the actions which Gabrovo Municipality should undertake in order to put into practice the newly introduced legislative requirements. The envisioned activities in the Action Plan of the Program</p>

	<p>clearly correspond to the goals of the current Acton Plan, namely:</p> <ul style="list-style-type: none"> <li>➤ Integration of criteria for environment protection and waste prevention into the PP procedures and awarded contracts;</li> <li>➤ Use of awareness-raising campaigns and provision of information oriented towards the broader public or specific groups of consumers;</li> <li>➤ Organization of a training of the employees who are involved in the elaboration of documentation for PP procedures on the opportunities for inclusion of green criteria and activities for waste prevention.</li> </ul>
<p><b>STRATEGY FOR DEVELOPMENT OF THE GREEN INFRASTRUCTURE OF GABROVO 2017-2023</b></p>	<p>The aim of the Strategy is the achievement of a sustainable functional connectivity of the natural and built elements of the green system in the urban environment, so that the functioning of the green infrastructure provides multilateral benefits to the community and constantly improves the quality of life in a way which protects and develops the advantages of the environment. The measures enshrined in the Strategy correspond to a great extent to the policy for promotion of “green” criteria implementation in PP procedures:</p> <ul style="list-style-type: none"> <li>➤ „development of the green/ecological infrastructure in synergy with the policies and priorities for regional development and climate change; sustainability of natural disasters and environment protection“;</li> <li>➤ „construction of a green infrastructure which offers economically effective and based on the environment solutions to many of the community challenges, e.g.</li> </ul>

eco innovations of a different nature, solutions to social problems, etc.“

- „effectiveness and efficiency of the planning, implementation, management, monitoring and evaluation of the activities for maintenance and development of the green infrastructure of Gabrovo, as an element of the integrated systematic measures for inclusive and sustainable growth of the local community“.

The achievement of the objectives set out in the MDP and the realization of the policies of Gabrovo Municipality are mainly executed through the municipal budget (in the broad sense of the term) which is in turn spent under the conditions of particular codes and regulations, including the policy on spending public resources under or over the thresholds for public tender procedures. The realization of the Action Plan is expected to raise the effectiveness of budgetary spending and to bring added value (ecological and/or social) to the obtained products and services while implementing the MDP of Gabrovo Municipality. Following the conducted review of the latest versions of strategic documents, it turns out that the pursuit of a sustainable and environmentally-friendly development is promoted on a local and national level. When analyzing the strategic documents on a regional and local level, it becomes clear that the MDP of Gabrovo Municipality is a key document for defining of goals, measures and specific actions for sustainable development on the territory of the municipality, but it does not include the green aspects of PP procedures. The MDP should consider each aspect of the sustainable development and GPP procedures can be regarded as a successful instrument for the achievement of a balanced development and better management. As far as the MDP is a strategic document, the current Plan should be considered to be a practical/technical instrument, accompanying the MDP document, which aims to facilitate the achievement of the objectives of the MDP through the mechanism of PP procedures.

At the end of the current program period (2014-2020), consultations on the elaboration of the new strategic documents are to begin, including the new MDP and the IPURD 2021-2027. The policy for a broader use of green criteria in PP procedures could be successfully integrated into the planned in the MDP and IPURD activities through:

- *Improvement of the management of the MDP and other political instruments;*
- *Capacity building – improvement of the administrative capacity of Gabrovo and the local stakeholders for the realization of the measures set out in the Plan and the successful implementation of the local policies.*
- *Stimulation of the adoption of ecological demand on products, construction works and services in all phases of the MDP implementation and other documents;*
- *Promotion of measures for climate change mitigation and adaptation to the changes that have already taken place;*
- *Conduction of an active policy by Gabrovo Municipality for sustainable energy and reduction of the carbon footprint;*
- *Introduction of ecological and resource-efficient approaches so that Gabrovo Municipality gains ground as a “green municipality”;*
- *Stimulation of the eco innovations development and the competitiveness of the business in Gabrovo Municipality.*

## 4. DETAILS OF THE ACTIONS ENVISAGED

The needs of the stakeholders and the problems which they face when preparing and implementing green public procurement procedures are the key factors for defining the activities to be included in the Action Plan of Gabrovo Municipality. These needs are supplemented by the good experience of the participants in GPP STREAM Project, which they have acquired during the project international meetings for exchange of knowledge – new practices and instruments for GPP implementation, monitoring systems, organized information campaigns, etc. The activities set out in the Plan recognize the dynamics of social relations, the everyday challenges which the contracting entities face and the need of a constant communication and capacity building of experts, citizens and businesses. The current document provides guidelines on how to use the best

practices from the interregional cooperation as a development instrument, which has the potential to contribute to the achievement of the project goals and those of the MDP.

<p><b>Action 1</b></p>	<p><b>An awareness-raising campaign on the principles of circular economy and the role of GPP</b></p>
<p><b>1. Background</b> <i>(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?)</i></p>	<p>Source of inspiration:</p> <ul style="list-style-type: none"> <li>- Activity B19: Participation in third party event – As part of its Communication strategy GPP-STREAM partners participated in the final dissemination event of the Erasmus+ project “Two and a half minutes to Midnight” held in the town of Peshtera, Bulgaria on 4th of October 2019. The project main purpose was to emphasize on climate change issues, protection of environment and sustainable energy and how these contemporary topics can further be deployed in school curriculums. Presentation of project activities emphasizing on benefits which can bring GPP for the sustainable development at local level;</li> <li>- Third transnational learning event in Romania, Sibiu, 11-13 September 2019, where was presented the good practices of the Ministry of environment of Romania and their awareness raising campaign as part of the project “A green way to sustainable development project”</li> </ul> <p>Facing climate change and waste challenges, sustainable development problems are becoming increasingly important. During the international trainings and the roundtable discussions, all participants agreed on the thesis that the process of acquisition of goods and services by the public contracting authorities should be treated not as an administrative process of purchasing, but as an overall vision oriented towards citizens. The increase</p>

of the citizens' awareness (from children to adults) is one of the key measures for transforming circular economy principles into a way of life.

The problem that most of the contracting entities in Bulgaria and Gabrovo municipality are not well-informed about the nature of green criteria in GPP procedures and their benefits for the community came to the fore during the conducted interviews and meetings. There is a lack of conviction and understanding that there is a real need of accelerating the transition to circular economy. The citizens' awareness and commitment will provide support to the entry of new environmentally-friendly practices into the methods of territorial management. Project partners' experience shows that in this way citizens will be more involved and comprehensive of the necessity and benefits from GPP – in practical terms (savings, ecological and health advantages), and in terms of territorial development and improvement of the way of life as well.

Activity 1 corresponds to the acquired experience and the presented good practice by the Romanian lecturers during the international meeting for exchange of experience in the town of Sibiu under GPP-SREAM Project. During the meeting there were presented practices for raising community awareness and commitment through realization of an information campaign on a national level. There were also educational institutions involved in its organization, including the local university, which presented the climate changes, as well as the expected negative consequences. Roundtables and discussions were carried out with the participation of a wide range of interested parties. Audiovisual methods were used to affect the audience during the information campaign. Following the project partners' example, Activity 1 aims at increasing the awareness of the benefits from the selective waste collection, reduction of consumption and waste. This goal is in a cause/effect relationship with the motivation of administrations to apply “green criteria” and it is in the same time oriented towards citizens, who

	<p>should demonstrate understanding and contribute with their attitude to the achievement of the set goals. Following the Romanian project partners' example, the information campaign to form a green type of behavior will be also organized among youngsters by means of cooperation with the educational institutions on the territory of the municipality.</p>
<p><b>2. Nature of the action</b> <i>(please describe precisely the content of action</i> <i>1. What are the specific activities to be implemented?)</i></p>	<p>The main activity goal is attracting community's attention towards the necessity of an effective use of natural resources through reduction, reuse, treatment and transformation of mass waste into a resource for new production processes. The MDP is aiming to achieve the sustainable development of the Municipality and public procurements are one of the instruments to do it. In the millennium of the consumer society it is very important knowledge and behavior of citizens (users) to the acquired goods and services. The potential of new solutions for energy efficiency, urban mobility, waste management, etc. is not limited to their acquire, their potential is fully realized as a result of their proper exploitation and the key to this is the users/citizen/costumers behavior.</p> <p>The following actions are envisioned in the frames of the campaign for forming a culture of awareness and knowledge regarding the role of GPP for the effective resource use:</p> <ul style="list-style-type: none"> <li>- Introduction of practices for a more effective use of resources (energy, paper recycling, glass and metal) in buildings owned by Gabrovo Municipality. The results will be reported (feedback information) at regular intervals and the employees who demonstrate a responsible attitude will be awarded on an annual basis;</li> <li>- Organization of a roundtable „GPP and sustainable management“ with the participation of the local community and a wider range of municipal representatives, where, with the help of audiovisual and artistic means, the audience will be influenced for raising its ecological awareness in terms of</li> </ul>

- resource effectiveness and responsible consumption;
- Information about the campaign will be distributed via the municipal web site, publications and participation of municipal experts in local media (interviews, thematic broadcasts, etc.), as well as by means of a specially designed Facebook page;
  - Information about the campaign will be distributed via the municipal web site, publications and participation of municipal experts in local media (interviews, thematic broadcasts, etc.), as well as by means of a specially designed Facebook page;
  - Expansion of the campaign to young people in the schools in the municipality, which comprises of the following initiatives:
    - An info day, during which the pupils will be able to see interactive presentations and short videos, and participate in discussions on the responsible consumption of resources and attitude towards the environment.
    - A visit of 4 organized groups of pupils to the regional landfill for non-hazardous waste – 70 pupils per year.
    - Organization of ecologically oriented photo competition and exhibition.

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

The involved stakeholders took an active part in the organized round tables and events in phase I of GPP-STREAM project implementation. The involved stakeholders will be:

Regional Information Center – Gabrovo (RIC) will be responsible for the coordination and implementation of the planned initiatives in the frame of Activity 1. “Protocol and Public Relations” Department, as well as experts from “Environment and Waters” Department will be involved in the activities for the campaign media coverage, the maintenance of the

	<p>Facebook page and the roundtable organization.</p> <p>The initiatives which are targeted at youngsters will be realized in the frames of the following campaigns: „The place of waste IS NOT in nature“ and „Hubava si moia goro (You are so beautiful, my forest)”. The info days will be carried out once a year among pupils from fifth to seventh grade in 6 schools: „Ran Bosilek“ Secondary School, „Ivan Vazov“ Secondary School, „Raicho Karolev“ Secondary School, „Otets Picii“ Secondary School, „St. St. Cyril and Methodius“ Secondary School, „Neofit Rilski“ Secondary School. Gabrovo Municipality, Museum House of Humor and Satire, Regional Association of Municipalities “Central Stara Planina”, RIC, Regional Department of Education (RDE) and Central Balkan National Park are partners in the campaign implementation.</p>
<p><b>4. Timeframe</b> <i>(please specify the timing envisaged for action 1)</i></p>	<ul style="list-style-type: none"> <li>- Introduction of practices for a more effective use of resources in buildings owned by Gabrovo Municipality – March-June 2021;</li> <li>- Roundtable „GPP and sustainable management“ - November 2020.</li> <li>- An info day at schools – October 2020;</li> <li>- A visit of 4 organized groups of pupils to the regional landfill for non-hazardous waste – March- May 2021.</li> <li>- Organization of ecologically oriented photo competition and exhibition – October- November 2020.</li> </ul>
<p><b>5. Costs</b> <i>(please estimate the costs related to the implementation of action 1)</i></p>	<p>1) Introduction of practices for a more effective use of resources (energy, paper recycling, glass and metal) in buildings owned by Gabrovo Municipality - schools, kindergartens, hospital, municipal clinics and others- 2 000 BGN for separate waste collectors, funded by the municipal budget .</p> <p>2) The organization of a round table -4 000 BGN – catering for 30</p>

	<p>participants, renting hall and equipment.</p> <p>3) Web site, publications, and participation of municipal experts in local media (interviews, thematic broadcasts, etc.)- 1000 BGN</p> <p>4) 2 500 BGN for the information campaign among youngsters</p> <ul style="list-style-type: none"> <li>- An info day, during which the pupils will be able to see interactive presentations and short videos, and participate in discussions on the responsible consumption of resources and attitude towards the environment- 1000 BGN</li> <li>-A visit of 4 organized groups of pupils to the regional landfill for non-hazardous waste – 70 pupils per year or 140 overall – 500 BGN</li> <li>- Organization of ecologically oriented photo competition and exhibition- 5000 BGN.</li> </ul>
<p><b>6. Funding sources</b> <i>(please describe how action 1 will be financed. Is it through the policy instrument(s) indicated in part II)</i></p>	<p>The roundtable organization will be funded by the municipal budget.</p> <p>The information campaign activities among youngsters will be funded under approved projects by the European Commission, Directorate-General for Communication and Directorate-General for Regional and Urban Policy.</p>
<p><b>7. Expected impact</b></p>	<p>Raising the ecological commitment and responsibility of the local community through formation of awareness and comprehension of the circular economy principles, which is expected to facilitate and enhance the practical implementation of green criteria in PP.</p> <ul style="list-style-type: none"> <li>- 100 of employees working in buildings owned by the Municipality of Gabrovo will increase their knowledge and culture in terms of the circular economy and resource efficiency;</li> <li>- 140 students from different schools will learn about waste management and the importance of proper disposal by households;</li> </ul>

- Number of buildings, owned by the Municipality, where waste separate collection has been introduced in the period 2021-2022 – 5;

<b>Action 2</b>	<b>Forum on GPP</b>
<p><b>1. Background</b> <i>(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?)</i></p>	<p>Source of inspiration:</p> <ul style="list-style-type: none"> <li>- Deliverable A13 Action plan guidelines – present Forum on GPP as examples of measures, which can be included in the Action Plan;</li> <li>- Activity B19: Participation in third party event - The European GPP-STREAM conference called “Institutions for the ecological transition”, held on 17 October 2019 in Rome, at the Forum Compraverde Buygreen, International Forum of Green Procurement.</li> </ul> <p>The main objective of the conference was, in the first session, to explore the general approach adopted by some public authorities at national and regional level to develop GPP policies and promote the competences for the ecological transition of our economy; in the second session, the objective was explore the approach adopted by some GPP-STREAM project partners to integrate GPP into their sectoral policies and related tenders. Overall, it was highlighted the key role that capacity building of public officials plays in the promotion of GPP and the greening of public spending in general. It was also pointed out how the tools could be used for promotion of GPP.</p> <p>The unawareness of the contacting entities of the nature and significance of</p>

the “green criteria”, as well as their recommendatory (not mandatory) character results in a lack of knowledge for the implementation of such criteria in PP. The accumulated specific expertise for green criteria implementation is insufficient, and so are the good understanding of eco-labelling and the use of the method “life-cycle cost analyses” (LCCA). The contracting entities feel uncomfortable using new assessment methods and one of the main barriers to the wider use of LCCA is the lack of knowledge and consensus among the contracting entities and the interested parties. The application of the method can facilitate the conduction of sustainable PP procedures, since the more sustainable bids often have a higher initial value and lower LCC.

In spite of all hardship, Gabrovo Municipality is one of the pioneers in applying this key criterion. According to administrative data, up to 25 % of the PP procedures for services and construction works use “life-cycle costs” (LCC) as a leading criterion, while procedures for delivery apply the LCC in over 25 % of the cases. It can be concluded that there is a lack of sufficient administrative capacity for applying “green” criteria, and when there is such available it is concentrated in single employees.

**2. Nature of the action**

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

Public procurements are instrument for acquire goods and services need to achieve the goals set in the MDP. The quality and added value (sustainable and green) of PP is depend by the expert capacity to use proper the GPP. By this action we are aiming to reach the best social and economic quality of goods and services with less environmental impact. This action should enable Public Procurement to serve as a booster for the implementation of the policies in the field of resource efficiency and ecology set in the MDP and for the achievement of its objectives.

The activity encompasses the organization of a training of the experts responsible for preparation, organization, awarding and implementation of PP procedures in Gabrovo Municipality. In addition, a wide range of

interested parties will be also involved in the training – PP experts, legal advisors, municipal financiers, municipal enterprises and trading companies.

The training will emphasize on the knowledge and understanding of the GPP criteria and instruments, including the overcoming of any predicaments when using the LCCA method, the opportunities for joint procurement and understanding of eco-labelling, which will ensure their more adequate implementation in PP procedures. The training is to be organized on a regular basis - once a year, in order to keep all of the involved parties up to date with any changes in PP instruments, data standardization, technical information, etc.

The training will be conducted as a two-day forum dedicated to GPP and will include information and educational activities and workshops, addressed to a wide range of experts from the local institutions and business representatives. The training will also offer a module based on training materials developed by the EC. Gabrovo Municipality has an approved spokesperson of ICLEI – International association of local governments for sustainability, which has organized trainings for the lecturers on the materials. Basically, the forum topics will be as follows: introduction into GPP procedures; national legal framework for GPP; EU policy on GPP; practical guidelines on how to conduct GPP procedures; management of the GPP implementation; eco-labelling, joint procurement; innovations in GPP; integration of ecological criteria into PP procedures. An external consultant organization with experience in the field of GPP will be involved in the training activities.

**3. Stakeholders involved**  
*(please indicate the organisations in*

The responsible person for the implementation of the current activity is designated as a principal lawyer in “Law” Department, who is also an approved spokesperson of ICLEI for Bulgaria. As such, he will be a lecturer

<p><i>the region who are involved in the implementation of the action 1 and explain their role)</i></p>	<p>during some of the training modules.</p> <p>At the same time, an external consultant organization with experience in the field of GPP will be involved in the training activities.</p> <p>The training will be oriented towards experts in PP, legal advisors and financiers from the municipal administration, municipal enterprises and trading companies, business representatives.</p>
<p><b>4. Timeframe</b> <i>(please specify the timing envisaged for action 1)</i></p>	<p>A two-day forum which will be conducted once a year, respectively in the last quarter of 2020 and in the middle of 2021.</p>
<p><b>5. Costs</b> <i>(please estimate the costs related to the implementation of action 2)</i></p>	<p>An external consultant organization with experience in the field of GPP will be involved in the training activities and organization of the forum- renting a place equipped with computers, floodlights, audio system, etc. Lunch and coffee breaks will be organized.- 9 000 BGN -</p>
<p><b>6. Funding sources</b> <i>(please describe how action 1 will be financed. Is it through the policy instrument(s) indicated in part III)</i></p>	<p>Municipal budget</p>
<p><b>7. Expected impact</b></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> <ul style="list-style-type: none"> <li>- 30/35 employees will be reached by the training activities in 2021 and 2022</li> <li>- 4 training sessions of 6 hours is the training expected to be delivered.</li> </ul>

<b>Action 3</b>	<b>A network for exchange of experience in GPP</b>
<p><b>1. Background</b> <i>(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?)</i></p>	<p>Source of inspiration:</p> <ul style="list-style-type: none"> <li>- Deliverable A13 Action plan guidelines – present GPP expert register and an online platform of competencies on GPP as examples of measures, which can be included in the Action Plan;</li> <li>- Activity B15: Report on interview with stakeholders- On the basis of the survey results, it might be concluded that GPP are not harder than standard procurement, they need better planning and knowledge. The main issue to be solved is to change the mentality of the consumers, public procurement officers, and decision makers, to improve the authority organization process for procurement from the planning level to the contract implementation and monitoring.</li> </ul> <p>One of the main factors which limit the effective application of GPP not only in Bulgaria, but in EU member states as a whole, is the lack of information about adequate green solutions, which can be provided by suppliers of goods/services for the benefit of the administration. A key factor for overcoming of the above-mentioned problem is the creation of a mechanism for improvement of the interaction among PP experts in the field of GPP, so that they will not only exchange experience, but also offer ready-made solutions to their colleagues. The necessity of enhancing cooperation among experts was also clearly acknowledged at the public discussions with the local stakeholders.</p> <p>All public authorities are facing the same GPP challenges and that is why there is much to be gained from participating in networks and joint activities for cooperation with other public authorities. Sharing of</p>

information, for example on the used green criteria in PP procedures or on the market availability of ecologically-friendly products, could save time and efforts. For that purpose, a direct communication instrument has to be established.

The current activity can be justified by the very project format in the first place – a network of stakeholders. It is also a natural continuation of the previous activity. On the other hand, good examples for team work/network were presented in Sibiu, where we were able to see the methods and principles for decision-making by the national contracting body and a register of GPP experts based on product categories. The widespread support and the diverse expertise contribute to making the right and better decisions. The example of a working network was also demonstrated in Valencia to some extent, where there is a network in the sphere of waste management which operates in a regime of regular business meetings.

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

As a foundation of the network establishment, there will be organized **working groups every three months with representatives from institutions** in diverse formats regarding the specific public procurement categories. Therefore in the next two years of implementation of the Action Plan there will be organized 8 working groups.

The working groups will be related to the specific public procurement categories. In particular the municipality of Gabrovo is interested in the following categories of goods/products/services:

- Goods: paper, IT products, furniture;
- Services: waste management service, food and catering services, vehicles;
- Works: energy retrofitting of public building;

Therefore the working groups will be dedicated to the abovementioned 8 categories.

A direct result of this kind of interaction will be update of the existing internal PP rules in terms of green criteria introduction. The new internal rules for GPP will be approved by the mayor of Gabrovo municipality. They may be incorporate in the existed internal PP rules (that a mandatory by law as an administrative document) or as an additional/specific document it depends on the volume and content included about GPP. The rules will be mandatory for the future implementation. The existing internal PP rules are operational document, which is applied in accordance with the provisions of the Public Procurement Act of the Republic of Bulgaria. The internal rules apply to public procurements awarded for the needs of the Municipality of Gabrovo and the secondary budget managers of the Municipality of Gabrovo, who are not legal entities. We confirm that these Internal Rules will be amended internal PP rules

To facilitate the communication among the PP experts from various public institutions, there will be set up **an online platform of competencies on GPP on the web page of Gabrovo Municipality**, 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.

**3. Stakeholders involved**

*(please indicate the organisations in the region who are involved in the implementation of the action and explain their role)*

The GPP STREAM project manager from Bulgaria will be responsible for the network establishment and "Information and communication Technologies" Department from Gabrovo Municipality will set up the platform for it.

The network will be established with the participation of experts in PP, legal advisors and financiers from the municipal administration, municipal enterprises and trading companies, who will be involved in the working

	<p>groups.</p> <p>The stakeholders have been already involved in Phase I of GPP STREAM project implementation.</p>
<p><b>4. Timeframe</b> <i>(please specify the timing envisaged for action 3)</i></p>	<p>Working groups: 2021 and 2022 (march-may-september-november); Adoption of a GPP set of 42 criteria by december 2022;</p> <p>Platform of competencies on GPP: creation and implementation by May 2021 and it will be operating until the end of 2022;</p>
<p><b>5. Costs</b> <i>(please estimate the costs related to the implementation of action 3)</i></p>	<p>40 man-days of experts from the municipality for participation in working groups – 4000 BGN, funded by municipal budget;</p> <p>30 man-days of experts from “Information and communication Technologies” Department from Gabrovo Municipality to set up the platform – 1800 BGN, funded by municipal budget;</p>
<p><b>6. Funding sources</b> <i>(please describe how action 1 will be financed. Is it through the policy instrument(s) indicated in part III)</i></p>	<p>Municipal budget</p>
<p><b>7. Expected impact</b></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> <ul style="list-style-type: none"> <li>- 42 numbers of green tenders expected in relation to the 8 categories of products/services/works for which were elaborated the GPP sets of criteria</li> </ul>

<p><b>Action 4</b></p>	<p><b>Mechanism for a long-term cooperation with the business in the field of GPP</b></p>
<p><b>1. Background</b> <i>(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?)</i></p>	<p>Source of inspiration:</p> <ul style="list-style-type: none"> <li>- Deliverable A13 Action plan guidelines – working groups with local producers’ organization and GPP open days to enterprise are presented as good examples of measures, which can be included in the Action Plan;</li> <li>- Fourth Transnational Learning Event in Lion (France), 3-5 December 2019 – During the roundtable it was presented territorial and sustainable food system based on good cooperation with the business in the field of GPP.</li> </ul> <p>The project partners’ good experience teaches us that there is a need of targeted and constant communication on various aspects of GPP so that a better awareness and knowledge accumulation is achieved in terms of “green” tender procedures and their environmental aspects. This applies both to the contacting entities and the potential suppliers of product and services as well. Currently, the municipal contracting entities do not practice prior consultations with potential interested parties from the business, mainly for reasons of being accused of non-transparency and putting procedure candidates in unequal market conditions and unfair advantage. To avoid this, it has to be ensured that the information is distributed to all potential candidates and that all of them are given enough time for preparation of their tenders.</p> <p>The business, in the form of medium and small companies on the territory of the municipality, is also not active enough and motivated to participate in tenders. The local business has to be well acquainted with the new requirements, especially the green criteria, in order to be able to adapt.</p>

Thus, it will be able to change its business models in a new, innovative and environmentally-friendly way and respectively gain competitive advantages. The business needs to be convinced that its investment in sustainable projects is a good opportunity, which can offer huge economic benefits for suppliers too.

A very good model for interaction with business in the sphere of agricultures and livestock farming was presented during the meeting in Lion. On the basis of prior consultations with business representatives and organized open days for exchange of information with the business, a new interaction mechanism has been developed, offering benefits for both parties. As a result of the prior consultations, the local business has succeeded to transform its business models in an environmentally-friendly way, which has led to improvement in food quality and last but not least to a reduction in the polluting emissions from food production and transportation.

**2. Nature of the action**

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

The establishment of a mechanism for interaction with business will comply with transparency principles and guarantee equal treatment of potential suppliers. For this purpose, in the beginning of the year there will be **published the draft of the Public Procurement Plan and its timetable**, which will be visible on the Internet site of Gabrovo Municipality and accessible to all suppliers.<sup>1</sup> In order to ensure the better and timely distribution of the Plan draft to the potential suppliers, we will use our good communication with the branch organizations, which are to disseminate the Plan among their members.

The current activity also envisions the organization of 2 **GPP open days**

<sup>1</sup> **The Public Procurement Plan of the Year** is not a new policy instrument but it is instead the list of tenders that are meant to be published by the municipality in the beginning of the new year. Pursuant to Section III, paragraph 2 of the Internal Rules, a working group shall prepare a draft annual schedule by January 25 of each year. Every year the municipality publish this list and from 2021 year this list will specify which are the green tenders and the GPP criteria of reference.

**and awards to enterprises**, which will take place right after the draft of the Public Procurement Plan has been published.

The event will focus on two basic themes:

- providing information to the potential suppliers about the list of planned public procurement procedures, as well as the green criteria which are going to be applied in them.
- awarding the business representatives who have contributed to the ecological transition of the market through their innovative products/services.

The open info day will provide an opportunity for the PP experts to make an assessment of the readiness of the business to meet the criteria thus presented, and the local business will be able to demonstrate its business models and their green aspects.

The organization of the event will be carried out using the same approach as with the project roundtables so far. Each presentation will be followed by a moderated discussion part. Intervals between modules will serve as an informal networking among the participants.

In the frames of Action 4 there will be also formed **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. During the two-year phase for project implementation, we plan to organize 3 meetings of the working groups related to the leading economic sectors in the region which are of interest in terms of GPP implementation. During the prior consultations with the local stakeholders, there were identified the following potential sectors for green criteria implementation in public procurement – prepared foods, foodstuffs and catering; office materials; construction works – buildings and transport.

<p><b>3. Stakeholders involved</b> <i>(please indicate the organisations in the region who are involved in the implementation of the action 1 and explain their role)</i></p>	<p>“Projects and Economic Development” Department from Gabrovo Municipality is responsible for the activity implementation.</p> <p>Regional employers’ organizations, the economic chamber, the chamber of trade and industry, municipal PP experts and legal advisors, municipal enterprises and trading companies will be also associated in the activity implementation.</p>
<p><b>4. Timeframe</b> <i>(please specify the timing envisaged for action 4)</i></p>	<ol style="list-style-type: none"> <li>1) Publication of the draft of the Public Procurement Plan and its timetable – first half of January 2021, 2022</li> <li>2) 2 GPP Open days – March 2021, 2022;</li> <li>3) Working groups with representatives of the policy instrument managing authority and local producers’ organization - November 2020, June 2021, November 2021, overall 6 days;</li> </ol>
<p><b>5. Costs</b> <i>(please estimate the costs related to the implementation of action 4)</i></p>	<ol style="list-style-type: none"> <li>1) One experts will spend 8 working hours to prepare and public the draft of the Public Procurement Plan and its timetable and indication of the green tender: the costs are included in the ordinary management costs of the municipality;</li> <li>2) 2 Open days- 300 BGN for coffee break. The place where the events will be organized is free of charge.</li> <li>3) Working groups with representatives of the policy instrument managing authority and local producers’ organization- it will be used venues of the municipality.</li> </ol>
<p><b>6. Funding sources</b> <i>(please describe how action 1 will be financed. Is it through the policy</i></p>	<p>Municipality budget</p>

<i>instrument(s) indicated in part III)</i>	
<b>7. Expected impact</b>	<p>Improved capacity of enterprises to participate in GPP tenders and increased availability of green products and services on the market</p> <ul style="list-style-type: none"> <li>- numbers of participants in the green tenders procedures (increase of 5 % in comparison to the numbers of the previous year or before the implementation of the action)</li> </ul>

<b>Action 5</b>	<b>Establishing a system for monitoring of the awarded GPP contracts</b>
<p><b>1. Background</b> <i>(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?)</i></p>	<p>Source of inspiration:</p> <ul style="list-style-type: none"> <li>- Deliverable A13 Action plan guidelines - the monitoring of the green products and services available on the market are presented as good examples of measures, which can be included in the Action Plan;</li> </ul> <p>For the purposes of assessment of the progress in achieving the Action Plan goals, it is necessary that an effective monitoring and control system is introduced. That is why, the establishment of a database of current and awarded PP procedures with green criteria is considered to be an appropriate measure. The existing background information on the contracts performed as a result of green public procurement procedures on the territory of Gabrovo Municipality is extremely fragmented and incomplete.</p>

There is no publicly accessible database allowing the export of available data in a treatable format. The expected impact of green criteria application in PP procedures also requires that the monitoring gathers information on the expected effect on environment as a result of the awarded contracts.

Further to the exchange of experience under GPP STREAM Project, the participants in the trainings get acquainted with specific monitoring schemes for GPP implementation on a national, regional and local level. A common conclusion from all the meetings for exchange of experience is that the availability of a system for monitoring and assessment of the relative criteria and product groups is a key factor for the effective management of PP procedures, especially those which use ecological and social criteria and requirements. A good example of that was pointed out, namely the case with “paper” products which the local market could hardly have impact on because they are mainly imported. The example of Spain related to waste management also demonstrated the problem of monitoring and control implementation.

When establishing the monitoring system under the project we will partially apply the experience of some of the partners’ models which were presented during the process of good practices exchange.

**2. Nature of the action**

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

The activity envisions the establishment of a database of PP procedures which is going to offer a publicly accessible and easy categorization of green PP procedures according to product groups, types of contracting bodies, sources of funding and other indicators, allowing analyses on the development of GPP on the local market. The database will include all PP procedures from 2014 till now and provide the following information: title and type of the procedure; maximum contract value; responsible parties for each phase of the procedure implementation and monitoring (including those who will be involved in the products and services consumption, as

well as in the monitoring of emissions reductions and other financial benefits, control and monitoring of the quality of implementation and indicators achievement, and undertaking corrective actions in all stages, if necessary). This is a key action in the beginning of Activity 5 which will provide objectivity, timeliness, gathering and assessment of information and taking of correct and adequate decisions. Currently, between 70 and 80 procedures are performed per year, and their number is expected to be maintained.

The monitoring related to the “level of GPP procedures implementation” will include two indicators:

- Number of awarded GPP contracts;
- Value of realized payments under the awarded GPP contracts.

Along with the quantitative monitoring of the achieved progress, a periodical quality overview of GPP actions will be carried out by monitoring of the green products and services, realized on the market as a result of the awarded contracts. As a product of this action, a catalogue will be elaborated containing all green products and services procured by the public entity. This catalogue would allow the public purchasers to:

- 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.

**3. Stakeholders involved**

*(please indicate the organisations in the region who are involved in the implementation of the action)*

The Head of “Public Procurement and Concessions” Department in Gabrovo Municipality is responsible for the activity implementation and all of the experts from the same department will take an active participation in it.

<i>and explain their role)</i>	
<b>4. Timeframe</b> <i>(please specify the timing envisaged for action 5)</i>	<ul style="list-style-type: none"> <li>- the monitoring system will be set up by October 2020</li> <li>- the data will be entered by November 2020</li> <li>- the monitoring of the current tenders will be implemented starting from February 2021</li> </ul>
<b>5. Costs</b> <i>(please estimate the costs related to the implementation of action 5)</i>	60 man-days of the experts from “Public Procurement and Concessions” Department, Gabrovo Municipality- 4 200 BGN, funded by municipality budget
<b>6. Funding sources</b> <i>(please describe how action 1 will be financed. Is it through the policy instrument(s) indicated in part III)</i>	Municipality budget
<b>7. Expected impact</b>	Establishment of practices to account and monitor GPP implementation and its environmental and economic benefits

## 5. MONITORING OF THE ACTION PLAN IMPLEMENTATION

An ex-post monitoring of the activities assigned in the Action Plan will be carried out periodically, at least two times per year, by the Bulgarian GPP STREAM Project manager, who will ensure that the key implementation indicators are achieved.

Objectives:

- To evaluate progress of the activities implementation and take into account the achievements;
- To define the occurring problems and develop solutions for them.

The following actions should be taken for the purposes of monitoring of the Action Plan implementation:

- Conduction of regular updates of the Action Plan implementation progress, which will guarantee that there are no delays in the objectives and policies implementation, and will encourage the people who are responsible for the Plan realization;
- Conduction of regular meetings of the project team with the people involved in the Plan implementation. These meetings should focus on the achieved progress, the challenges and potential solutions, as well as the achievements so far on which to build.

The internal monitoring should consider several issues:

- **The Action Plan** — Are all of the activities carried out as planned? Are there any failures to realize the planned activities? What kinds of obstacles have occurred and what are the potential solutions?
- **Ambition** — Have the objectives and actions been overambitious or not enough ambitious?
- **Objectives** — Are the objectives being pursued as planned? Are the objectives already achieved? Is it time for new goals and an attempt to increase the number of GPP procedures?
- **Commitment** — Are our colleagues and other departments committed to the current plans and policies? What can be improved to ensure that these people are more committed or they that will stay committed?

In the course of these meetings, the project implementation indicators should be monitored, including the progress in the achievement of the Action Plan goals:

Indicator	Baseline value	Expected outcome	Source of information
<b>% of PP procedures of Gabrovo Municipality using green criteria till 2022</b>	20%	25%	PP procedures database
<b>Number of people with increased capacity in the sphere of GPP</b>	0	35	Number of the participants in the activities for capacity raising of the interested parties
<b>Number of implemented good practices, inspired by GPP STREAM Project</b>	0	6	Monitoring of the Action Plan implementation
<b>Number of institutions that with their representatives take part in the initiatives for increasing the competence of the employees in the field of GPP</b>	0	10	List of participants in GPP training forum

In the frames of the Action Plan realization, there should be implemented the following good practices from the database of the GPP STREAM Project:

- Organization of Open doors Days and awarding business representatives;
- Monitoring of the “green” products and services available on the market;
- Establishment of an online platform of competencies on GPP;
- Organization of a forum on GPP;
- Organization of a discussion-table on “GPP and sustainable development”;
- Establishment of a GPP experts register according to product categories;
- Formation of sector-specific working groups with representatives from institutions and enterprises.

The monitoring of the relevant activities can be informal or formal and the scope of review will depend on the scope of activities undertaken. (See Table 3)

**Table 3 Monitoring of the Action Plan activities**

Activity	Source for monitoring information	Performance indicators
<p>Activity 1: Conduction of an information campaign among community on the nature and principles of circular economy and the role of GPP</p>	<ul style="list-style-type: none"> <li>• Data, provided by the individual administrations;</li> <li>• List of participants in the roundtables, photo material;</li> <li>• Information in the report forms of Europe direct – Gabrovo about the organized campaigns among youngsters;</li> <li>• Media, Internet.</li> </ul>	<ul style="list-style-type: none"> <li>• Number of buildings, owned by the Municipality, where waste separate collection has been introduced in the period 2021-2022 – 5;</li> <li>• Organized discussion roundtable on „GPP and sustainable development “- 1;</li> <li>• Organized exhibition- 1;</li> <li>• Organized photo contest – 1;</li> <li>• Organized info days in schools – 1 info day in 6 schools;</li> <li>• Number of media publications related to the campaign- 4;</li> <li>• Number of interviews of the project team in local media - 3;</li> <li>• Established Facebook group for the purposes of the campaign- 1.</li> </ul>
<p>Activity 2: Organization of a training forum to increase</p>	<ul style="list-style-type: none"> <li>• List of participants;</li> </ul>	<ul style="list-style-type: none"> <li>• Number of organized two-day training forums – 2;</li> </ul>

Activity	Source for monitoring information	Performance indicators
the capacity of the local experts for the implementation of green criteria in PP procedures	<ul style="list-style-type: none"> <li>• Photo material;</li> <li>• Contract with an external training organization;</li> <li>• Feedback survey among the participants in the training.</li> </ul>	<ul style="list-style-type: none"> <li>• Assessment of the level of satisfaction of the participants in the training – 2.</li> </ul>
Activity 3: Creation of a network for exchange of experience in the field of GPP	<ul style="list-style-type: none"> <li>• Protocols from the work meetings;</li> <li>• Internet, Internal rules;</li> <li>• Website of Gabrovo Municipality;</li> <li>• Information about the experts on GPP on a product-based principle.</li> </ul>	<ul style="list-style-type: none"> <li>• Number of business meetings – 6;</li> <li>• Developed online platform on the municipal web page – 1;</li> <li>• Updated PP internal rules – 1;</li> </ul>
Activity 4: Establishment of a mechanism for a long-term cooperation with the business in the field of GPP	<ul style="list-style-type: none"> <li>• Website of Gabrovo Municipality;</li> <li>• Photo material;</li> <li>• List of participants in the info days;</li> <li>• Feedback survey;</li> <li>• Protocols from business meetings.</li> </ul>	<ul style="list-style-type: none"> <li>• Published drafts of the annual PP procedures plan and its time schedule;</li> <li>• Organized info days for business- 2;</li> <li>• Analyses of the level of satisfaction of the business from the event;</li> <li>• Number of given awards – 4;</li> <li>• Number of organized work group meetings with business participation – 6.</li> </ul>
Activity 5: Establishing a system for monitoring of the awarded GPP contracts	<ul style="list-style-type: none"> <li>• Data on the implemented PP;</li> <li>• Data on the effect of the PP procedures implementation and the obtained benefits.</li> </ul>	<ul style="list-style-type: none"> <li>• Set up PP procedures database – 1;</li> <li>• Catalogue, containing all green products and services, offered on the market through awarded PP contracts.</li> </ul>

Date: \_\_\_\_\_

Organization: \_\_\_\_\_

Signature of organization (s): \_\_\_\_\_

## APPENDIX I

**Table 1 National legal framework (basic regulations in the sphere of GPP)**

REGULATION	DESCRIPTION	SPECIFIC PROVISIONS
<b>PUBLIC PROCUREMENT ACT /PPA/</b>	The PPA is the main Bulgarian legislation act, regulating public procurement on a national level. It does not contain obligatory rules concerning the use of green criteria, but it gives guidelines as to where these criteria could be included.	Articles 48, 51, 63, 64, 70, 71, 229
<b>ENERGY EFFICIENCY ACT /EEA/</b>	It obliges the public contractors to purchase energy efficient goods when conducting PP procedures which estimated value is above a certain threshold.	Article 30a
<b>WATER LAW</b>	It provides a legislative frame in the sphere of one of the main environmental components – water; comprises of measures for reduction of water pollution; regulates the planning, construction and management of water and sewerage systems.	Article 2, Article 48, Chapter 11 „a“
<b>WASTE MANAGEMENT ACT</b>	The Act regulates waste management, including various aspects directly related to environment protection.	Articles 20, 43, 50; Appendix No 4, etc.

<b>Clean Air Act</b>	It provides a legislative frame in the sphere of one of the main environmental components – ambient air; outlines the emission limit values for harmful substances - pollutants (sulphur dioxide, nitrogen oxides and dust), released into the atmosphere.	Articles 11a, 18, 27, etc.
<b>CLIMATE CHANGE MITIGATION ACT</b>	The law governs the state policy on limiting climate changes and the mechanisms for the implementation of the obligations of the Republic of Bulgaria under the United Nations Framework Convention on Climate Change (UNFCCC) and Kyoto Protocol.	Articles 3-10, Article 30 and the following, etc.
<b>ENERGY LAW</b>	It regulates the social relations in the sphere of production, transmission and distribution of electricity and heat supply, as well as the certification of electricity sources.	Articles 84-96a, Articles 125-132, Article 162 and the following, etc.
<b>ENERGY FROM RENEWABLE SOURCES ACT</b>	The act governs the social relations in the sphere of production, buying-in, transmission and distribution of electricity from renewable sources.	Article 12, Article 17 and the following, etc.
<b>Act on the protection from the harmful impact of chemical substances mixtures</b>	The Act outlines the rights and obligations of natural and legal persons, who produce, sell, use, store and export chemical substances on their own, in mixtures or in materials, aiming at protection of human health and environment.	Article 20 and the following, etc.
<b>REGULATION H-18/8.08.2016 ON DEFINING A METHODOLOGY FOR CALCULATION OF CERTAIN COSTS FOR THE WHOLE LIFE-CYCLE OF VEHICLES</b>	The regulation is issued on the basis of Article 71, paragraph 5 of PPA. The methodology is used when the criterion for the most economically advantageous tender is „level of expenditure, including cost-effectiveness and life-cycle costs“.	Articles 1-3
<b>ORDINANCES FOR APPROVAL OF STANDARDIZED DOCUMENT</b>	They provide standardized templates of contracts or particular contract clauses for the implementation of PP procedures, which are in some cases mandatory for the contracting	

**TEMPLATES UNDER  
ppa (DATING FROM  
29/12/2016 AND  
4/09/2018)**

entities.