



COMHAIRLE CONTAE AN CHLÁIR  
CLARE COUNTY COUNCIL

# Green Public Procurement STRATEGY



 **GSTC**  
Global Sustainable Tourism Council

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## 1. Introduction

### Green Public Procurement – What is it?

Green Public Procurement (GPP) is a process where public authorities seek to source goods, services, or works with a reduced environmental impact throughout their life cycle, compared to other goods, services or works with the same function. As Clare County Council spends c. €100 million annually in the procurement of goods, services and works, it affords the Council an opportunity to leverage spending decisions in a way that can have considerable impact in terms of sustainability outcomes and improved environmental outcomes. The concepts of life-cycle analysis (LCA) and life-cycling costing (LCC) are also a critical part of Green Public Procurement. In addition, GPP takes a broader view of environmental sustainability by addressing such issues as the circular economy, land use, biodiversity, air, water, and soil pollution.

### What is Life-cycle analysis (LCA)?

Life cycle analysis (LCA) requires buyers and suppliers to consider not just the up-front purchase cost of a given solution, but the total economic and environmental cost from ‘cradle to grave’ or ‘cradle to cradle’. LCA is a method used to evaluate the environmental impact of a product through its life encompassing extraction and processing of raw materials, manufacturing, distribution, use, recycling, and final disposal.

### What is Life-Cycle costing (LCC)?

Life-cycle costing considers all the costs that will be incurred during the lifetime of the product, works or services. These should include the purchase price and all associated costs, such as delivery, installation, insurance; the operating costs including energy, water use, provision of spares and maintenance; and end of life costs, such as decommissioning or disposal and/or residual value. LCC may also include the cost of externalities, such

as greenhouse gas emissions, under specific condition laid out in the Directives.

### What is the ‘Circular Economy’?

Circular economy is about maintaining the value of materials and products in the economy for as long as possible, reducing resource use and preventing waste. Under a circular economy, cost and values should be considered within a ‘closed loop’, where materials are recycled, reused, or repurposed, to make new economically useful products. Taking this more holistic view allows us to focus on the impact of our consumption pattern beyond just waste generation. An example of circular economy in action is using recycled paper.

### What do we mean when we use the word Sustainability?

“Sustainability is a process by which public authorities seek to achieve the appropriate balance between the three pillars of sustainable development - economic, social, and environmental, – when procuring goods, services or works at all stages of the project.” In September 2015, UN Member States adopted the 2030 Agenda for Sustainable Development (‘Transforming the World’). This Agenda is a plan of action for Social Inclusion (people), Environmental Protection (planet) and Economic Growth (prosperity) and applies to both developed and developing countries, with a focus on the 17 Sustainable Development Goals (SDGs) and their respective 169 sub-targets. As SDG Champions, Clare County Council have committed to lead by example in driving forward Ireland’s progress towards achieving the SDG’s.

### Note

Clare Co Councils Green Public Procurement Strategy is not a standalone document but supports the Council’s Procurement Policy, the Council’s Procurement Procedures manual and [Clare County Council’s Climate Action Plan 2024-2029](#).



## 2. Our Vision

Clare County Council's vision is to establish the organisation as a leader among public bodies in sustainable procurement. Ensuring all staff and contractors understand the environmental impact of procurement and, by extension, understand that the annual c. €100m Council spend on goods/services/works can be leveraged to have a considerable impact on sustainability and improved environmental outcomes.

## 3. Why do we need a GPP Strategy?

We need a GPP strategy to align ourselves to legislation, there is a legal requirement and to comply with Objective G2.5 of the Council's Climate Action Plan which sets out that Clare County Council will develop and adhere to a Green Public Procurement Strategy to ensure GPP is mainstreamed through all sections of Clare County Council.

### Background

In 2012 Ireland's first [National Action Plan](#) on GPP was adopted. This saw the publication of [Green Tenders - An Action Plan on Green Public Procurement](#),

Green Tenders prioritised eight product / service groups for application of GPP in Ireland: construction, energy, transport, food and catering services, cleaning products and services, paper, uniforms and other textiles, and ICT. These groups were chosen according to proportion of public expenditure and scope for environmental improvement amongst other factors.

This was followed by [Circular 20/2019, 'Promoting the use of Environmental and Social Considerations in Public Procurement'](#) being issued to public bodies in October 2019, which instructed public bodies to consider including green criteria in public procurement processes.

This was in addition to the Governments [Climate Action Plan 2019](#) which mandated

the phased introduction of GPP (Action 148). This was then followed by the Governments [Climate Action Plan 2021](#), [Climate Action Plan 2023](#) and [Climate Action Plan 2024](#) which all considerably increased the emphasis on GPP.

In 2021 the [EPA's GPP Guidance for the Public Sector document](#) extended the 8 previously identified categories to 10, namely:

- Road transport vehicles and services
- Indoor and outdoor lighting
- ICT products and services (including data centres)
- Heating equipment (including boilers, cogeneration, trigeneration and heat pumps)
- Food and catering services
- Energy-related products (white goods/appliances, electronic displays, vacuum cleaners)
- Cleaning products and services
- Paper products and printing services
- Design, construction and management of office buildings; and
- Textile products and services (including uniforms and laundry services)

In April 2024 the Governments [Green Public Procurement Strategy and Action Plan 2023-2027](#) was published. This document leads Ireland's public procurement strategy regarding Green Public Procurement and further guidance issued in the form of the [Irish GPP criteria](#) website which provides practical criteria for inclusion in tenders.

In addition, [The 2030 Agenda for Sustainable Development](#), adopted by all the United Nations Member States in 2015, seeks to build on the Millennium Development Goals, recognizing the determination of Member states to "take the bold and transformative steps which are urgently needed to shift the world onto a sustainable and resilient path". It includes 17 [Sustainable Development Goals \(SDGs\)](#) and 169 targets, among which [Goal 12](#) specifically addresses the need to "Ensure sustainable consumption and production patterns" through [eleven different targets](#), one of which – **target 12.7** – aims to "Promote public procurement practices that are

sustainable, in accordance with national policies and priorities.” The [National Waste Management Plan For A Circular Economy 2024-2030](#) also reinforces the consistent application of Green Public Procurement criteria in local authority contracts to ensure that public spending is aligned with the policies of this Plan and the Green Public Procurement strategy and Action Plan.

The [Clare Tourism Strategy 2030](#) Objective 2 is to be globally recognised as a sustainable destination. Clare County Council has signed up to the EarthCheck destination certification programme endorsed by the Global Sustainable Tourism Council (GSTC). The process supports Clare County Council to establish and measure its environmental, cultural, social, and economic sustainability using globally recognized standards. The certification programme seeks ongoing measurable efficiencies in energy consumption, waste management, water consumption, transport, paper use, cleaning products and use of pesticides. The destination certification requires Clare County Council, and Clare as a county, to improve upon established baselines. To be considered a sustainable destination, and managing authority (Clare County Council), it is vital to implement a green procurement policy that supports environmentally and socially responsible choices. For example, County Clare is home to some of the most special and valuable habitats, species, and biodiversity in Ireland. However, pesticide and herbicide usage are contributing to biodiversity loss in Ireland. To become a sustainability certified destination, Clare County Council must demonstrate processes that measure and monitor use of herbicides and pesticides, ensuring a transition towards more sustainable practices. This requirement reinforces the application of Green Public Procurement criteria to ensure that efficiencies in these areas are achieved.

Further resources and information and Legal Requirements can be found in **Appendix I** of this document.

### So how does GPP affect me?

As part of the Programme for Government (PfG), and as stated in the Government's Green Public Procurement Strategy and Action Plan 2023-2027 Irish Public Bodies are required to implement green public procurement (GPP) measures in all procurements using public funds by 1<sup>st</sup> January 2023. This commitment requires a major shift in mindset in the procurement practices of public bodies like Clare County Council, and the businesses they contract with. **This means that Clare County Council staff who buy goods, services, and works, need to incorporate GPP into their respective procurement procedures – especially tenders above the national tendering threshold.**

## 4. Pre-Procurement Questions

Before you make the decision to buy stop and ask...

### Do I need to buy at all?

Can I reuse, repair, or repurpose an existing product? E.g. mobile phone - does it need to be replaced or does it just need a new battery?

Is there a surplus of a similar product in another MD or area office?

### OK I need to buy...

### But can I buy a greener alternative?

When purchasing always consider reusability and ability to repair. When something cannot be reused or repaired can it then be recycled at its end of life. When something needs to go in a general waste bin then it is not environmentally sustainable. This product is not supporting a circular economy. Always ask for reduced or no packaging on the item you are purchasing. Individually plastic wrapped items **do not** support green procurement. Refer to the Single Use Policy at Appendix II when considering purchasing disposable single use items. Examples of greener alternatives include:

- Eco Friendly Cleaning products
- Recycled Paper
- Recycled Ink
- Sustainably sourced Office Furniture
- Sustainable materials in Capital Project

In the Government's Green Public Procurement Strategy and Action Plan 2024-2027, the following target has been set:

*"By end of 2027, where possible and available, a minimum proportion of annual procurement by public sector bodies shall include used or repaired goods or materials"*

### But can I reduce the amount we buy?

When assessing the need buyers should firstly consider if it is possible to reduce the consumption of the goods or service. This is probably **the** single most effective environmental action an organisation can take. This can be done through avoiding unnecessary purchasing; for example, reducing demand for paper, by implementing a corporate printing policy that specifies only where strictly necessary documents are printed and the primary method of retention is electronic softcopy.

### Should I research before I buy?

Yes, when deciding what to buy and how much to buy we should use pre-competition market engagement, checking for new technologies with greater lifespan or products with enhanced environmental performance. Needs assessment and market engagement will establish the scope for including GPP criteria and the appropriate level of ambition. This early engagement should also determine which environmental labels, certifications or standards are appropriate to the proposed procurement.

### I've decided to buy how do I go about it?

So, when these questions above have been answered and it's determined that a purchase is required, the Clare County Council buyer is either:

- drawing down from an OGP or SupplyGov or Clare County Council framework; or
- running a procurement procedure in the open market (Request for Quote or Request for Tender or setting up a Framework)

### Choosing the Greener Option in OGP/SupplyGov/Clare Co Co frameworks

Where drawing down from a Framework, there may be greener options available e.g. in the 'OGP Framework for the Supply of Multi-purpose paper for printing and photocopying', purchase the recycled product.

### **Open Market**

Where running a procurement procedure in the open market (Request for Quote or Request for Tender or setting up a Framework, the steps in Appendix 3 step the buyer through how to apply Green Public Procurement to the procurement procedure.

## 5. Scope & Priorities

The scope of Clare County Council's Green Public Procurement Strategy document is to set how staff can incorporate Green Public Procurement actions into their day-to-day procurement. It aims to address and ensure that:

- Buyers firstly assess each procurement by asking: Do we need to buy it? / Can we buy a greener alternative? / Can we reduce the amount we buy?
- All tenders above the national tendering thresholds include GPP and address the environmental impact of the goods, services or works being procured in a meaningful and measurable way.
- All procurement below the national tendering thresholds considers the environmental impact of the goods, services or works being purchased and attempt to incorporate GPP to achieve a positive environmental impact from spend on such goods, services, or works.
- The procurement of certain categories of goods and services are targeted to bring about a direct or indirect reduction in carbon emissions.

See Appendix V for the GPP Implementation Mandate.



## 6. Key Actions

The key actions in respect of this Green Public Procurement Strategy are:

### **GPP must be incorporated into all tenders:**

- Above EU thresholds from 2024 forward
- Above national thresholds from 2025 forward

**GPP should be incorporated into requests for quotes below the national tendering threshold where possible from 2024.**

### **Above the National tendering Thresholds**

Staff commencing a procurement procedure for goods/services/works related services/works above the national tendering thresholds (€50,000 ex. VAT for goods/services/works related services; and €200,000 for Works ex. VAT) are required to include GPP aspects to the tender. In this way, Council contracts are leveraged to produce favourable green/sustainability outcomes in that suppliers have to compete, not only on price and quality, but also now on the green aspects to their tender submission.

GPP measures can be added to a tender in a number of ways:

- Mandatory exclusion criteria
- Selection Criteria
- Award Criteria
- Specification e.g. requiring specifically recognised environmental certifications or standards
- Through the application of life cycle costing to the competition
- Including green performance reporting clauses into competition contracts

### **Below the National tendering Thresholds**

Where staff are procuring goods/services/works under the national tendering thresholds (€50,000 ex. VAT for goods/services/works related services; and €200,000 for Works ex. VAT), it is expected that a genuine effort is made to apply the GPP Principles above.

Procurement are on hand to guide any staff member preparing a request for quote (RFQ) on how GPP can be added to the RFQ.

### **Targeted spend categories that have the largest environmental impact**

In guiding targeted procurement actions for Clare County Council that have the largest environmental impact, reference and adherence to the following sources is essential:

- EU Legislation
- Irish Legislation
- Programme for Government 2020
- Green Public Procurement Strategy and Action Plan 2023-2027
- Government Climate Action Plan 2024
- Clare Co Co Climate Action Plan 2024-2029
- Government's GPP search criteria website
- EPA Green Public Procurement Guidance for the Public Sector
- EPA Green Public Procurement Criteria documents for the ten priority sectors
- The Triple E register
- EU Ecolabels
- Capital Works Management Framework

**\*\*\*\*\*TIP: The EPA's Green Public Procurement Guidance for the Public Sector and the Government's GPP Criteria Search tool are two key resources to assist you in adding GPP measures to a tender.\*\*\*\*\***

### **Incorporating GPP into Tenders**

#### **Mandatory Exclusion Criteria**

For tenders above the EU Procurement Directive thresholds, which require contractors (and sub-contractors) to submit the European Single Procurement Document (ESPD) with their tender submissions, they self-declare that they comply with prevailing environmental, labour, and social legislation. Public bodies have the option of seeking evidence of compliance. If suppliers are found to be in breach of environmental legislation, their tender submission should be declared non-compliant.

#### **Selection Criteria**

Selection criteria allows buyers to check potential bidder experience, technical and/or professional capacities; GPP specific environmental experience or technical and professional qualifications could also be requested. Procurers could, for example, request evidence such as conformity to an environmental management system (ISO 14001). Please remember selection criteria should *always* be

linked to the subject matter of the competition and be proportionate, particularly for new entrants and SMEs. Selection criteria related to GPP may include but is not limited to the following:

- Human and technical resources
- Experience and references
- Educational and professional qualifications of staff
- Environmental management systems and schemes (e.g. EMAS, ISO 14001)
- Supply chain management/tracking systems
- Samples of products; and Conformity assessment certificates.

Public bodies have several options in setting GPP-based selection criteria, which in most cases should be assessed on a Pass/Fail basis. Suppliers could be asked, for example, to:

- Provide references where environmental and sustainable considerations were used in the delivery of public or comparable private contracts.
- Provide details (by way of a CV) of the environmental expertise, experience and qualifications of the resources named to deliver the contract.
- Provide samples or information of sustainable products/services.
- Demonstrate conformance to ISO (or equivalents) environment, energy and/or product standards that are minimum requirements.

### Award Criteria

Similar to adding to the technical specifications, this is a very appropriate place to seek GPP credentials. For example, environmental method statements, performance above minimum levels or description of proposed environmental requirements could be sought here. Procurers should always be cognisant of the weightings given the GPP award criteria as they will determine and influence the final evaluation. Where most economically advantageous tender (MEAT) is chosen as the award basis, contracting authorities can include green/environmental criteria, provided those criteria:

- Are linked to the subject-matter of the contract
- Do not confer an unrestricted freedom of choice on the contracting authority

- Are expressly mentioned in the contract notice and tender documents, together with their weightings and any applicable sub-criteria
- Are not selection/eligibility criteria (e.g. general capacity);and
- Comply with the fundamental principles of EU law.

GPP award criteria should be applied, as appropriate, in all procurement procedures. EU and the EPA's GPP criteria give public bodies a wide range of options when it comes to setting award criteria, which in all cases must be proportional to the minimum requirements and must relate to the subject matter of the contract. Typically, at least 5% of the award marks could be allocated to GPP award criteria: rising to 10% should the project, for example, have the potential of securing significant GHG emission reductions and improved energy efficiency performance.

### Technical specifications

Technical specifications are generally referenced to detailed characteristics of the supplies, services or works required. Therefore, it is possible to include specific environmental and sustainable characteristics or performance requirements to such specifications. Procurers could, for example, specify the appropriate environmental technical details of a heating system (e.g., Energy consumption, emission of greenhouse gases etc.). Alternatively, the technical specification could invite bidders to propose their best environmentally appropriate solution to provide the building with an ambient building temperature within a range (that conform to a specific regulatory requirements). Such an approach will require a marking scheme to match, but it does allow bidders to be innovative and provide best appropriate environmental solutions.

Technical specifications must be written in a manner which is non-discriminatory, which affords equal access to tenderers and does not create unjustified barriers to competition. Public bodies should rely on the EPA and EU guidance in setting technical specifications based on GPP principles (with reference to the essential characteristics of the supplies, services and works being procured), which should be proportionate in all situations. It is not generally permitted to refer to a brand name or to a

particular process or product feature which can only be provided by one company. Third party labels (such as EU Ecolabels) can be referred to in technical specifications provided they are inter alia directly linked to the subject matter of the contract and are based on objectively verifiable and non-discriminatory criteria.

### **Specific GPP certifications or standards required**

Procurers may see bidder compliance with specific green certification, declarations, test reports labels, regulations, or directives. Examples of certification could be a requirement for ISO 14001, Environmental Management System; in construction, declarations such as Environmental Product Declarations (EPDs) could be requested. In larger value competitions on eTenders, when self-declaration via eESPD is used, procurers have an opportunity to specify environmental requirement as part of this declaration, but it is important to always follow up on such self-declaration before award of contracts. A Contracting Authority could seek details of declared 'test reports', such as emission levels of vehicles. Another requirement that could be used is Ecolabels; these demonstrate compliance with defined environmental criteria, often referred to in GPP as Type1 Ecolabel or ISO 14024. More recognisable certifications such as compliance with REACH Regulations<sup>1</sup>, WEEE Directive<sup>2</sup> could be used, for example, in lower value competitions.

### **Application of life cycle costing (LCC)**

Cost is often the most influential element in the award/evaluation of a competition. Life cycle costing can be used to accurately assess the cost of an asset including calculations on energy costs or fuel consumption, time to replace or end-of-life costs. The EU have published a number of tools to assist with life-cycle costs in tenders<sup>3</sup>. If you choose to use LCC it is vital that the methodology is transparent, that bidders can provide the information requested, and that the contracting authority can assess and verify the data. The use of life-cycle costing will be considered for all contracts and frameworks in which a significant part of the total cost of ownership arises after the point of purchase.

Where a decision is taken not to apply life-cycle costing, this must be justified. Environmental externalities (e.g. CO<sub>2</sub>e emissions will be monetised and included in LCC where a method is available for this, for example the EU LCC tools).

In 2019, the European Commission made [LCC tools](#) available that are specifically designed for public procurement of computers and monitors, imaging equipment, indoor lighting, outdoor lighting, and vending Machines (the list is not static and will grow to other goods). Each of these tools offers the optional possibility to include environmental external costs in the form of the costs of GHG emissions from the energy consumption of the product. The tools are accompanied by detailed user guides. The spreadsheets are designed to be included directly in the tender documents with tenderers completing the relevant fields. Where LCC is suitable, the [National GPP criteria](#) provides an explanation as to the recommended methodology to be used. The [UNEP Guide on Sustainable Procurement for the UN System](#) provides guidance on products and services that are best suited for Whole Life Costing in procurement decisions.

### **Green performance reporting clauses in competition contracts**

To ensure that GPP commitments are respected in the delivery of contract, it is vital to include robust contract performance terms and conditions: always linked to the subject matter of the contract. The [EPA's sectoral GPP guidance](#) provide express recommendations as to how contract performing clauses can be inserted into public bodies' template contracts. Buyers should always consider the inclusion of GPP key performance indicators (KPIs) in competition reporting. These can range from contractor reports on environmental performance to requirement for site inspections or audits being carried out by or for the contracting authority.

Consideration could also be given to adding incentives or penalties linked to GPP requirements. All contracts and frameworks will

<sup>1</sup> Regulation 1907/2006 of the European Parliament and the Council concerning Registration, Evaluation, Authorisation and Restriction of Chemicals (REACH), Dec 2006

<sup>2</sup> Directive 2012/19 of the European Parliament and the Council on waste electrical and electronic equipment (WEEE), July 2012

<sup>3</sup> [Life cycle costing - GPP - Environment - European Commission \(europa.eu\)](#)

include specific clauses highlighting the commitments made in response to GPP criteria, together with clear requirements for monitoring, reporting, escalation and remedies in case of non-performance. GPP commitments will be a standing item on the agenda at all contract review meetings. Contract clauses will also provide for periodic reviews of environmental performance, with the possibility of increasing the level of ambition in line with the contracting authority's commitments in relation to climate change or other environmental policies.

### GPP Principles and Sequence

There are 6 principles that apply when Incorporating GPP into all tenders above the national tendering thresholds:

#### GPP principle 1: When inserting GPP Criteria, use national GPP criteria for goods, services or works, where available

All public bodies that are procuring goods, services or works for which national GPP criteria is available must include GPP criteria from such guidance in published tender documentation, where appropriate and proportionate. Currently [GPP criteria is available from the EPA](#) for the ten sectors below – the sectors which account for the largest environmental and economic impacts of public procurement:

|                                                                                                                                             |                                                                                                                                                                            |
|---------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  Road transport vehicles and services                    |  Indoor and outdoor lighting                                                            |
|  ICT products and services (including data centres)      |  Heating equipment (including boilers, cogeneration, trigeneration and heat pumps)      |
|  Food and catering services                              |  Energy-related products (white goods/appliances, electronic displays, vacuum cleaners) |
|  Cleaning products and services                          |  Paper products and printing services                                                   |
|  Design, construction and management of office buildings |  Textile products and services (including uniforms and laundry services)                |

As new or updated national GPP guidance and criteria becomes available, such guidance and criteria must be used.

#### GPP Principle 2: Use GPP criteria from other sources where no national GPP sectoral GPP criteria is available

Where national GPP criteria are not readily available, use GPP criteria from other sources (for example, [EU GPP criteria](#)), or best practices available from other countries. In addition, such criteria can augment national GPP criteria that is already being used.

#### GPP Principle 3: Use 'Minimum Sustainability/Environmental Criteria' where no national, EU GPP criteria or other guidance for the goods, services or works being procured are available

There are scenarios where GPP criteria may not be available, fully developed, or have yet to be incorporated into OGP/CPB arrangements. Where there are no published criteria, Public Bodies should endeavour to include criteria that will reduce the impact on the environment. Depending on the goods or service being procured, this may be a technical specification, a selection criterion, and/or an award criterion. Where the environmental aspect is included as an award criterion, maximum marks awarded should be proportionate, and take into consideration the potential environmental impact of the goods or services being procured. Marks within the range of 5% to 10% are recommended.

To facilitate this approach, suggested Minimum Sustainability/Environmental Criteria could include:

- Provide evidence of two recent and comparable contracts that were delivered with supporting environmental measures (e.g., staff sustainability and awareness training, environmental management system implementation)
- A detailed description of the environmental impacts of the goods or services being procured over their life cycle, including GHG emission reductions, compared to alternative goods and services, where appropriate
- A quantification of the estimated carbon footprint of the goods being procured and proposed mitigation steps to provide goods with the lowest carbon footprint
- The practical steps that the tenderer will take to deliver the contract in an environmentally sustainable manner, including sustainability awareness training for personnel involved in contract fulfilment
- Set out proposals for the monitoring, measurement and reporting during contract delivery of environmental and circular economy impacts of the goods or services supplied, including GHG emission reductions, energy efficiency and/or sustainable resource use



Some or all of these criteria should be included as appropriate, provided they are relevant to the contract. The tenderer must provide a means of verifying any environmental claims in its bid. Refer also to the EPA GPP Guidance which includes information regarding GPP in contracts for Professional Services, for example.

GPP Principle 4: Consideration should be given to using an innovative procurement procedure or the innovation partnership to find goods, services, or works to address a specific environmental need that cannot be otherwise met

The innovation partnership is a procedure that allows for the combination of research, innovation and procurement, in circumstances where the market cannot already provide a solution. There are three key phases to this procedure – the tendering phase, the collaborative development phase, and the commercial phase for the delivery of the final goods, services, or works. The innovation partnership has been used by contracting authorities across Europe to find green, social, and digital solutions (see [here](#)). A [Quick Guide](#) on the procedure was developed by practitioners for the European Commission, and more detailed guidance, including managing Intellectual Property Rights, is also available [here](#).

GPP Principle 5: Justification for non-use of GPP

Having regard to the actions set out in the Government's GPP Strategy and Action Plan (to be communicated by a Circular that replaces DPER Circular 20/2019), public bodies that do not include GPP criteria in published tender documentation, must provide justified reasons for not including GPP criteria in tenders in their annual report. While this currently only applies to Government Departments it will soon also apply to all Public Bodies.

GPP Principle 6: GPP Verification at Tender Evaluation Stage

Compliance with GPP criteria should be put to the test at the tender evaluation stage. Tenderers make environmental claims in their submissions about their products and services, often with reference to a growing list of standards, certification schemes and labels. The [National GPP criteria](#) include

verification provisions that, for example, request the submission of evidence where a specific ecolabel or product certification, or equivalent is referenced. National GPP Criteria helps to ensure capability of verification with reference to available tests and standards. Refer to [the National GPP Guidance for the Public Sector](#) for guidance on understanding the different types of evidence.

Procurement are on hand to guide any staff member preparing a tender on how GPP can be added to a tender.

This strategy seeks to enforce Clare County Council mandated actions in respect of the spend categories which account for the greatest environmental and economic impacts in public procurement:

- [Vehicles](#)
- [Transport Fuel](#)
- [Indoor Lighting](#)
- [Outdoor Lighting](#)
- [ICT Products & Services](#)
- [Heating Equipment](#)
- [Food/Catering services/General Consumables](#)
- [Energy-related products](#)
- [Indoor Cleaning products and services](#)
- [Herbicides and Pesticides](#)
- [Paper products and printing services](#)
- [Built Environment: Design, construction and management of Council owned Buildings, Houses and Infrastructure](#)
- [Textile products and services \(including uniforms and laundry services\)](#)
- [Road design, construction and maintenance](#)
- [Public Space maintenance](#)

Each of the above is linked to the relevant mandated actions. [Council Staff are required to adhere to the mandated actions denoted in blue in each section at Appendix III](#)

In guiding targeted procurement actions for Clare County Council that have the largest environmental impact, reference and adherence to the following sources is essential:

- EU Legislation
- Irish Legislation



- Programme for Government 2020
- Green Public Procurement Strategy and Action Plan 2023-2027
- Government Climate Action Plan 2024
- Clare Co Co Climate Action Plan 2024-2029
- Government's GPP search criteria website
- EPA Green Public Procurement Guidance for the Public Sector
- EPA Green Public Procurement Criteria documents for the ten priority sectors
- The Triple E register
- EU Ecolabels
- Capital Works Management Framework

### **GPP Checkpoint for tenders above the national tendering threshold**

Appendix 2 in the Clare County Council Procurement Procedures manual sets out a Pre-Tendering Business Case template which is populated and signed off before a Tender is launched on eTenders/SupplyGov.

A GPP checkpoint will be added to the Pre-Tendering Business Case template to ask the question what GPP aspects have been included in the Tender; or if no GPP aspects can be easily applied to the tender, that the staff member contacts Procurement for assistance. As this business case is completed *before the commencement of each tender* above the national tendering thresholds, it will serve as a checkpoint to ensure that staff include GPP in their tenders above the national tendering thresholds.

### **GPP Training**

GPP training will be rolled out by the Procurement team to train staff in GPP procedures. This training will then be embedded on the Procurement Sharepoint page for new staff/staff who want refresher training.

### **GPP Awareness Campaign**

GPP is most effective if there is a clear understanding, among all staff and suppliers, of what it stands for, and the reasons for its introduction. An awareness campaign, led by the Climate Action team will raise staff's awareness about GPP. This will involve:

- Awareness raising activities for all staff – possibly through seminars, in-house newsletters, the authority's intranet.
- Communicating intentions to suppliers, well in advance of the actual procurement, providing the time and information to adjust to new requirements.
- Engaging with our Local Enterprise Office (LEO) to inform suppliers of the Council's GPP Strategy.

### **Promotion of the Clare County Council internal Circular Economy**

Sometimes we obtain surplus goods that were not needed to be purchased in the first place. It is imperative that MDs/departments should not act in silos in relation to purchasing goods and materials but instead seek to develop circular economy communication channels internally. For example, Municipal District (MD) A has a requirement for 50 specific road signs. Municipal District B has 100 of these road signs left over from a project 2 years ago and doesn't see a future use for them. By ringing around before making the purchase, it may have been possible to use the surplus road signs from the other MD.

Further, staff involved in construction works should be aware that any materials that can be recycled i.e. stone, pipework, ducting will result in a smaller footprint for the organisation. Similarly, facilities staff and staff with the responsibility for buildings could consider upcycling used furniture rather than buying new furniture. For the broader office space, staff-led initiatives like reducing the need for printing which reduces the volume of paper purchased should be encouraged and promoted.

An internal portal for the swapping of products across the organisation that are not being used/ surplus to one sections requirement will be piloted. This could extend from ring binders to cooling fans to furniture.

**A full schedule of actions mandated in the Government's Green Public Procurement Strategy and Action Plan 2024-2027 is available in Appendix IV.**

## 7. Action Plan

| Action No.                                                                                                                                                                                             | Action                                                                                                                                                                                                                        | By Whom                                                                                                        | Timeline                      |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|-------------------------------|
| <b>1. Procurement in Targeted Spend Categories</b>                                                                                                                                                     | All spend in the target categories in Appendix III to comply with the Clare Council Targets specified.                                                                                                                        | Buyers who procure from the target categories listed above                                                     | As prescribed in Appendix III |
| <b>2. GPP Checkpoint for tenders above the national tendering threshold</b>                                                                                                                            | A GPP checkpoint will be added to the Pre-Tendering Business Case template to ask the question what GPP aspects have been included in the Tender                                                                              | Procurement                                                                                                    | By end of Q3 2024             |
| <b>3. GPP Awareness Campaign</b>                                                                                                                                                                       | Conduct GPP Awareness Campaign                                                                                                                                                                                                | Climate Action Team                                                                                            | By end of Q4 2024             |
| <b>4. Promotion of the Clare County Council internal Circular Economy</b>                                                                                                                              | Explore piloting an internal portal for the swapping of products across the organisation that are not being used/ surplus to one sections requirement.                                                                        | Climate Action Team                                                                                            | By end of Q4 2025             |
| <b>5. GPP in Corporate Plans</b><br><i>(Govt GPP Strategy action: A5)</i>                                                                                                                              | All public bodies, in updating their corporate policies and strategies, and Corporate Procurement Plans are to set out how they will adhere to GPP Strategy and Action Plan obligations related to their organisation.        | Corporate Services/<br>Procurement                                                                             | From 2024                     |
| <b>6. Promoting the use of promote the use of GPP Criteria Search</b><br><i>(Govt GPP Strategy action: A17)</i>                                                                                        | All public bodies to actively promote the use of GPP Criteria Search within their organisation and include this commitment in their Corporate Procurement Plans.                                                              | Procurement                                                                                                    | From 2024                     |
| <b>7. Incorporating GPP into procurement procedures below the national tendering thresholds</b>                                                                                                        | At least one procurement procedure under the national tendering threshold per dept/section/Municipal District, to include GPP, in each calendar year.                                                                         | Any staff member who creates a request for quote (RFQ) i.e. procurement under the national tendering threshold | From 2025                     |
| <b>8. GPP criteria in all tender documents where the individual procurement spend using public funds is above applicable national procurement thresholds</b><br><i>(Govt GPP Strategy action: A19)</i> | From 2025, all public bodies to include GPP criteria in all tender documents <i>where the individual procurement spend using public funds is above applicable national procurement thresholds,</i> in accordance with the GPP | All Sections/Depts/MDs/DACs                                                                                    | From 2025                     |

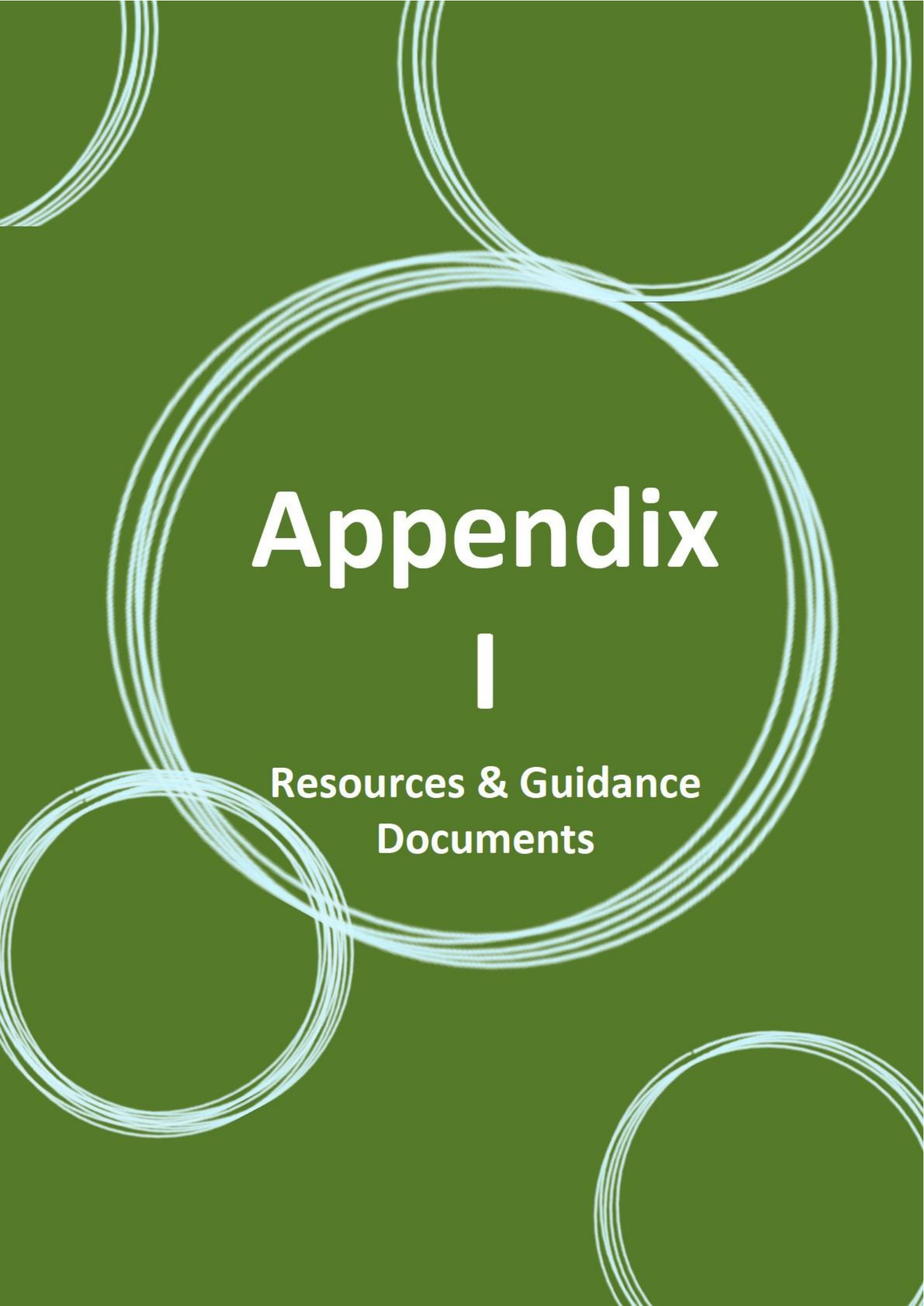
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|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------|-----------------------------------|
|                                                                                                                                                                                                  | Implementation Mandate set out in the GPP Strategy and Action Plan (Figure 1).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                              |                                   |
| <b>9. GPP criteria in all tender documents where the individual procurement spend using public funds is above applicable EU procurement thresholds</b><br><i>(Govt GPP Strategy action: A18)</i> | From the publication date of the GPP Strategy and Action Plan, all public bodies to include GPP criteria in all tender documents <i>where the individual procurement spend using public funds is above applicable EU procurement thresholds</i> , in accordance with the GPP Implementation Mandate set out in the GPP Strategy and Action Plan (Figure 1).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | All Sections/Depts/MDs/DACs                  | From 2024                         |
| <b>10. Construction methods and components</b><br><i>(Govt GPP Strategy action: A21)</i>                                                                                                         | <p>In line with the Public Sector Climate Action Mandate all public bodies shall specify low carbon construction methods and low carbon cement material as far as practicable for directly procured or supported construction projects from 2023.</p> <p>Public bodies must include specifications for low carbon construction related components and sustainable building processes in accordance with EPBD, using CPR data where available and EN 15978, and reference to GPP criteria related to construction, including National GPP guidance, where appropriate in the Preliminary Project Brief. In addition, whole life cycle analysis in accordance with EN 15978, where appropriate, shall be used to inform the design of building projects over 1,000 m2 to ensure life cycle GWP is optimised at the building level and to facilitate declarations of embodied carbon for inclusion in the BER/EPC of buildings completed after 31 December 2027.</p> | Staff involved in any capital/works projects | <p>From 2023</p> <p>From 2026</p> |



|                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                              |                                   |
|---------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------|-----------------------------------|
| <b>11. Life Cycle Costing</b><br><i>(Govt GPP Strategy action: A22)</i>         | Life Cycle Costing to be used by all public bodies for all works contracts as defined by the Capital Works Management Framework.                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Staff involved in any capital/works projects | From 2025                         |
| <b>12. Low Carbon Cement Material</b><br><i>(Govt GPP Strategy action: A23)</i> | For the procurement of low carbon cement material, public bodies and beneficiaries of grant (Exchequer) to implement construction related technical guidance, once established by the relevant body.                                                                                                                                                                                                                                                                                                                                                                             | Staff involved in any capital/works projects | From 2024                         |
| <b>13. GPP Training</b><br><i>(Govt GPP Strategy action: A29)</i>               | All public bodies to set out (e.g., within public sector Climate Action roadmaps) and fulfil annual staff training commitments in relation to GPP with a priority focus on key goods/services/works applicable to those organisations.                                                                                                                                                                                                                                                                                                                                           | Procurement                                  | From 2024                         |
| <b>14. GPP Reporting</b><br><i>(Govt GPP Strategy action: A36)</i>              | <p>From 2024, all public bodies to report on use of GPP (via contract award information and notices) in relation to individual contracts valued over the applicable EU procurement thresholds in accordance with guidance and Circular 05/23.</p> <p>From 2025, all public bodies to report on use of GPP (via contract award information and notices) in relation to individual contracts valued over the applicable national procurement thresholds (pending implementation of new below European Union threshold eForms), in accordance with guidance and Circular 05/23.</p> | Procurement                                  | <p>From 2024</p> <p>From 2025</p> |
| <b>15. GPP Reporting</b><br><i>(Govt GPP Strategy action: A37)</i>              | From 2025, all public bodies to report explanation for not including GPP criteria in published tender documentation for contracts valued over the applicable national/EU procurement thresholds where National GPP criteria are available.                                                                                                                                                                                                                                                                                                                                       | Procurement                                  | From 2025                         |

|                                                |                                                                                                                                                                                                                                                                                            |                                                                                   |                |
|------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|----------------|
| <b>16. Used or repaired goods or materials</b> | By end of 2027, where possible and available, a minimum proportion of annual procurement by public sector bodies shall include used or repaired goods or materials                                                                                                                         | All sections                                                                      | By end of 2027 |
| <b>17. Centralised ordering of food</b>        | The Administrative manager of the canteen in conjunction with the canteen manager to explore centralised ordering of all Aras food – be it for the Aras canteen or any events being run in the Aras. This will allow for a consistent approach to green considerations when ordering food. | Administrative manager of the canteen / canteen manager / Sections who order food | By end of 2024 |





# Appendix

## I

**Resources & Guidance  
Documents**

## **Appendix 1 – Resources & Guiding Documents**

### **Clare Co Council Publications**

[Clare County Council's Climate Action Plan 2024-2029](#)

[Clare Tourism Strategy 2030](#)

### **Government Publications**

[Green Tenders - An Action Plan on Green Public Procurement](#)

[National Action Plan](#)

[Circular 20/2019, 'Promoting the use of Environmental and Social Considerations in Public Procurement](#)

[Climate Action Plan 2019](#)

[Climate Action Plan 2021](#)

[Climate Action Plan 2023](#)

[Climate Action Plan 2024](#)

[National Waste Management Plan For A Circular Economy 2024-2030](#)

[Public Sector Climate Action Mandate](#)

[Irish GPP criteria](#)

[GPP Criteria Search](#)

[OGP's 'Opportunities and approaches for Sustainable Public Procurement - A reference for public procurement practitioners and policy makers](#)

### **European Union Publications**

[The 2030 Agenda for Sustainable Development](#)

[Sustainable Development Goals \(SDGs\)](#)

[EU Green Public Procurement Criteria and Requirements](#)

[Buying green! – A handbook on green public procurement](#)

[Green Public Procurement - European Commission \(europa.eu\)](#)

[GPP Training Toolkit - European Commission \(europa.eu\)](#)

[Level\(s\) in action - European Commission \(europa.eu\)](#)

### **EPA Publications**

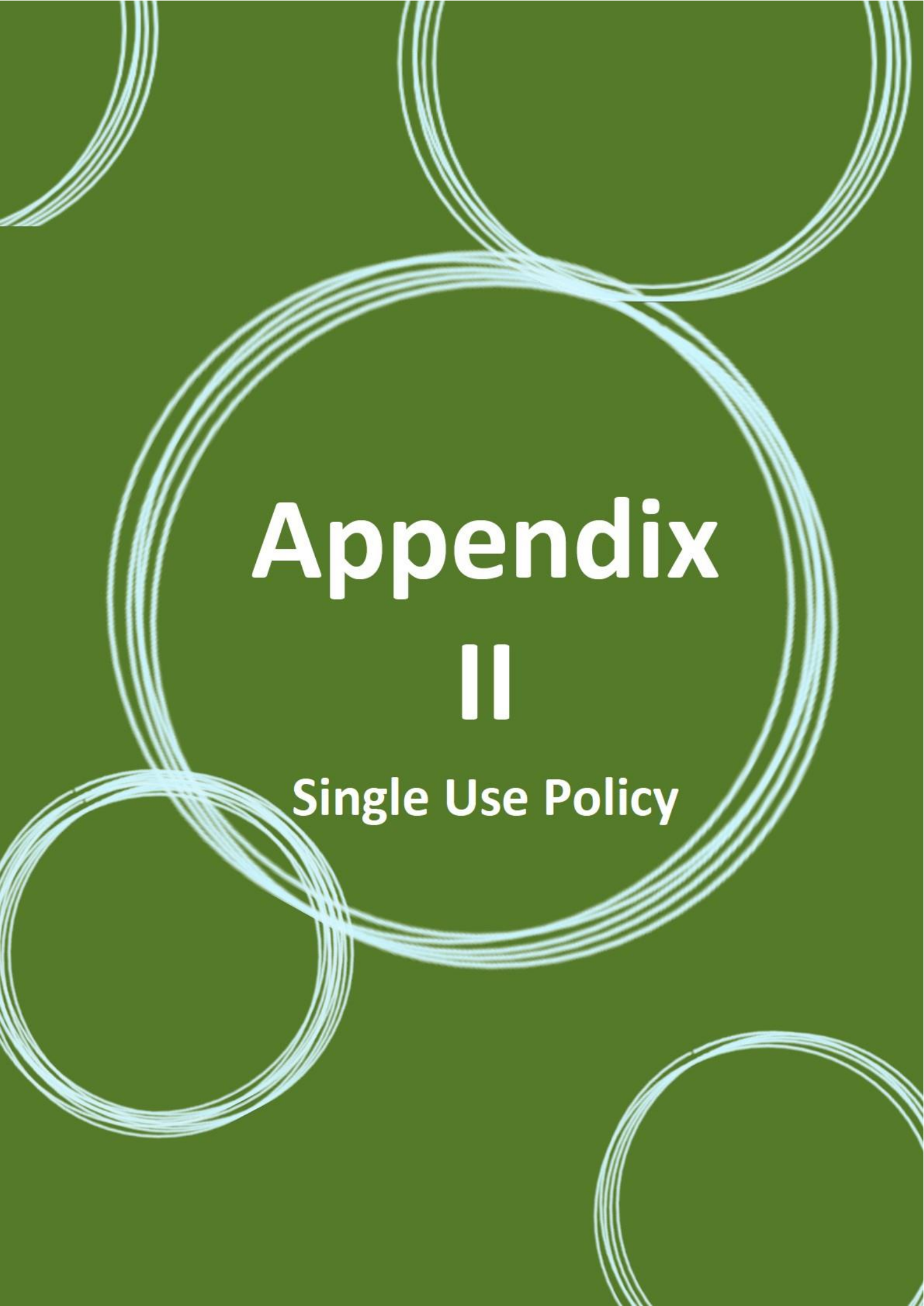
[EPA's GPP Guidance for the Public Sector document](#)

[Green Public Procurement: Monitoring and Reporting by Government Departments](#)

[Guidance & Template for GPP Reporting by Government Departments](#)

## Legal Requirements

| Legal instrument                                                                                         | Contracts affected/Scope                                                                                                                                                                                          | Requirements                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|----------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Climate Action and Low Carbon Development (Amendment) Act 2021 (section 17)                              | All contracts                                                                                                                                                                                                     | (1) A relevant body shall, in so far as practicable, perform its functions in a manner consistent with—<br>(a) the most recent approved climate action plan,<br>(b) the most recent approved national long term climate action strategy,<br>(c) the most recent approved national adaptation framework and approved sectoral adaptation plans,<br>(d) the furtherance of the national climate objective, and<br>(e) the objective of mitigating greenhouse gas emissions and adapting to the effects of climate change in the State. |
| S.I. 284/2016 European Union (Award of Public Authority Contracts), Regulation 18(4)                     | All contracts above the EU threshold                                                                                                                                                                              | Contract terms must require the main contractor and any subcontractors/suppliers to comply with all applicable obligations in the fields of environmental law that apply at the place(s) where the works are carried out or the services provided.                                                                                                                                                                                                                                                                                   |
| S.I. 284/2016 European Union (Award of Public Authority Contracts), Regulation 69(5)                     | All contracts above the EU threshold                                                                                                                                                                              | Abnormally low tenders must be rejected where they do not comply with the environmental obligations set out in Regulation 18(4)                                                                                                                                                                                                                                                                                                                                                                                                      |
| S.I. 339/2011 Clean and Energy-efficient Road Transport Vehicles Regulations as amended by S.I. 381/2021 | Above- EU threshold contracts for the purchase, lease, rent or hire-purchase of road transport vehicles and service contracts for passenger transport, refuse collection, parcel, and mail transport or delivery. | At least 38.5% of light-duty vehicles covered by all contracts awarded from 3 August 2021 to 31 December 2025, must be either zero or low-emission (maximum 50 g Co2/km and 80% of Euro emission limits); At least 10% of trucks and 45% of buses must be low or zero emission.                                                                                                                                                                                                                                                      |
| Energy Efficient Public Procurement Regulations S.I. 151/2011, 426/2014 and 646/2016                     | All contracts (regardless of value) for a wide range of energy-using equipment (ICT, lighting, HVAC, appliances, building energy management systems, electromechanical systems, vehicles & charging systems)      | Public bodies must purchase equipment which, as a minimum, meets the criteria for inclusion on the Triple E Register for the relevant categories.                                                                                                                                                                                                                                                                                                                                                                                    |
| S.I. No. 393/2021 - European Union (Energy Performance of Buildings) Regulations 2021                    | Contracts related to new and existing buildings or major building renovations                                                                                                                                     | Requirements to install building automation and control systems, self-regulating devices for heat generation/temperature regulation, and electric vehicle charging points.                                                                                                                                                                                                                                                                                                                                                           |
| Circular 20/2019 (DPER/ OGP)                                                                             | The Clare Co Co Corporate Procurement Plan must state how it intends to incorporate green considerations in their Corporate Procurement over the 3 year period of the plan                                        | Will apply to 2025-2027 CCC Corporate Procurement Plan                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Circular 20/2019 (DPER/ OGP)                                                                             | From 2020 onwards, annual reports must detail the number and value of contracts including GPP criteria                                                                                                            | This is currently only applicable to Government Departments but will eventually be extended to other public bodies                                                                                                                                                                                                                                                                                                                                                                                                                   |



# Appendix II

Single Use Policy



## Single Use Policy

### Single Use Policy's Aim

Single use plastics are a visible reminder of consumption, their leakage into the natural world and particularly the marine environment, resulting in a threat to ecosystems, has caused concern worldwide. Single use plastics are mainly derived from fossil fuels and contribute negatively to carbon emissions in relation to their manufacture, use and disposal.

In the context of this policy single use refers to both “plastic” and “compostable” single use catering and packaging products. Many believe that single use compostable packaging is the sustainable alternative to single use plastics. In terms of the higher order of waste management using reusable products is better as it reduces the need to make new materials which in essence saves energy and reduces carbon emissions. The environmental benefits of compostables compared to single use plastics comes when compostable packaging is placed in a food waste bin for industrial composting.

Local Authorities can minimise single use consumption within buildings and at their own events and public meetings. In leading with a strong single use policy, Local Authorities can influence wider society and bring about behavioral change.

This policy has also been developed to achieve objectives of the National Waste Management Plan for a Circular Economy 2024-2030 and Clare County Council Litter Management Plan 2024. Clare County Council has a key role to play and a unique opportunity in leading by example in this respect and demonstrating to the community of Clare that the reduction/elimination of single use is feasible. Clare County Council host events and meetings; grant aid and issue permits or licences for festivals and events and provide financial assistance to venues and small

businesses. A single use policy will challenge local businesses, events, arts, and cultural organizations as well as citizens to favour reuse and contribute positively to responsible consumption and climate action.

### Single Use Policy in all Clare County Council Buildings

The single use policy will apply to following and is subject to ongoing review:

Procurement and quotation requests: Clare County Council will during the procurement process and request for quotations give a higher scoring rating to suppliers of goods/services who offer reusable packaging, followed by reduced /minimal packaging and then packaging that can be recycled. The lowest score shall be given to suppliers where packaging is not minimized and cannot be recycled.

Single Use Water Cups: The use of reusable cups will be encouraged. Staff should not use any disposable cup. Where disposable cups are required at drinking stations in public areas a suitable recycling bin shall be provided.

Single Use Water Bottles: Clare County Council will cease the purchase of these items once current stocks have been used. Water should be made available in reusable jugs and glasses at meetings.

Single Use Sachets: Clare County Council will cease the purchase of single serve sachets such as sugar, sauces, jams, etc. Existing stocks will be used, and no further purchases of single use sachets will be made. Larger containers will be provided instead and recycled appropriately.

Single Use Straws/Cutlery/Plates: Clare County Council will cease the purchase of these items and once current stocks have been used, only reusable plates and cutlery will be provided.

Single Use Tea/Coffee Cups: Clare County Council will cease the purchase of these items and once current stocks have been used, single use cups will not be sold or provided in any building. Reusable cups or ceramic cups provided in canteens should be used.

Staff Lunches: Staff bringing lunch to work will be encouraged to bring lunch in reusable containers/drinks bottles and the use of single use Cold Cups will be discouraged.

Waste management: Building management is to ensure that enough types of bins are provided and suitably labelled for recycling, general waste, and food waste for use by all users of our public buildings.

#### **Single Use Policy for Clare County Council organized meetings /forums/committee meetings/ workshops**

Refreshments are to be provided in reusable cups/ bottles/jugs/plates or dishes. Any cutlery provided must be reusable. Sugar, jams, water, etc. must also be provided without the use of single-use packaging.

For example, attendees can be asked to bring their own reusable water bottle or reusable cup. The organizers of any event shall ensure that enough types of bins are provided and suitably labelled for recycling, general waste, and food waste. If any of these cannot be provided, then an alternative location must be sought. Balloons and straws are also single use – reusable alternatives should be used.

#### **Single Use Policy for hired venues**

When procuring a venue for training, meetings, events or public meetings, the venue must provide all refreshments in reusable cups/ bottles/jugs/plates or dishes. Any cutlery provided must be reusable. Sugar, jams, water, etc. must also be provided without the use of single-use packaging. Venues shall ensure that there are enough types of bins provided and suitably labelled for recycling, general waste, and food waste. If

any of these cannot be provided by the venue, then an alternative venue must be sought. Balloons and straws are also single use – reusable alternatives should be used.

#### **Single Use Policy for Catering**

Any business contracted must adhere to this Single Use Policy. Contracting departments must ensure that this forms part of the procurement process for these services. Any caterer must provide reusable plates, cups, glasses, or cutlery. Plastic cutlery, disposable plates, bottles, or single use serving sachets will not be permitted. Balloons and straws are also single use – reusable alternatives should be used.

#### **Single Use policy for all events organised or facilitated by Clare County Council**

Clare County Council must complete a Waste Management Plan for all events or festivals organised by or supported by the Council, to include our parks, car parks or other lands provided/used for any event. The Waste Management Plan will detail steps on how it is intended to minimise the generation of single use catering waste. The organisers of any event shall ensure that sufficient numbers and types of bins are provided for recycling and if food is provided, a food waste bin must also be provided.

#### **Policy for events licensed or funded by Clare County Council**

Clare County Council shall ensure that an adequate Waste Management Plan is provided before licensing any event. This plan shall detail measures to reduce single use, as well as how waste will be appropriately source segregated during and after the event and subsequently disposed of. It will be stated in all policies, agreements, and funding applications that single use must be minimized. Compliance with this policy will be a criterion of funding.

#### **Single Use Policy for Casual Trading**

Casual trading licences shall be reviewed to ensure that reliance on single use items is minimized and that appropriate waste management practices are employed.

### Exemptions to the Policy

- Water provided in single use plastic containers for incidents attended by our emergency services are exempt. These containers shall be collected after use and sent for recycling.
- Single use that are required for medical and accessibility purposes.

### When packaging is unavoidable

You can consider including these criteria in the tender procurement document to encourage potential vendors to offer green and sustainable packaging solutions. Additionally, consider specifying your requirements clearly and providing guidance on how vendors can demonstrate their commitment to sustainability in their proposals.

**1. Reusable Packaging:** Explore options for reusable containers or packaging that can be returned to the vendor for refilling or recycling. This reduces waste and encourages a circular economy. Suitable for:

Reusable Packaging:

- Bulk foods like grains, nuts, and dried fruits in refillable containers
- Glass jars or stainless-steel containers for deli items and salads
- Reusable cloth bags for bread and bakery products
- Refillable containers for beverages like coffee and tea

**2. Minimal Packaging:** Encourage vendors to use minimal packaging or to opt for packaging-free options where feasible. This reduces the overall environmental footprint and waste generation. Suitable for:

Minimal Packaging:

- Loose produce like apples, oranges, and potatoes
- Unpackaged bakery items sold by weight.
- Fresh meat and fish purchased directly from the butcher or fishmonger.
- Bulk bins for items like nuts, seeds, and grains

**3. Local Sourcing:** Consider sourcing catering supplies from local suppliers to minimize transportation emissions and support the local economy. Suitable for:

Local Sourcing:

- Locally grown produce sold without packaging at farmers' markets.
- Artisanal bread and baked goods from nearby bakeries using minimal packaging.
- Dairy products from local farms sold in returnable glass bottles.
- Craft beverages brewed or bottled locally in recyclable containers.

**4. Where packaging is unavoidable:** it is important to consider whether to use recyclable or compostable packaging. While both support a circular economy it is important to advise the vendors as follows:

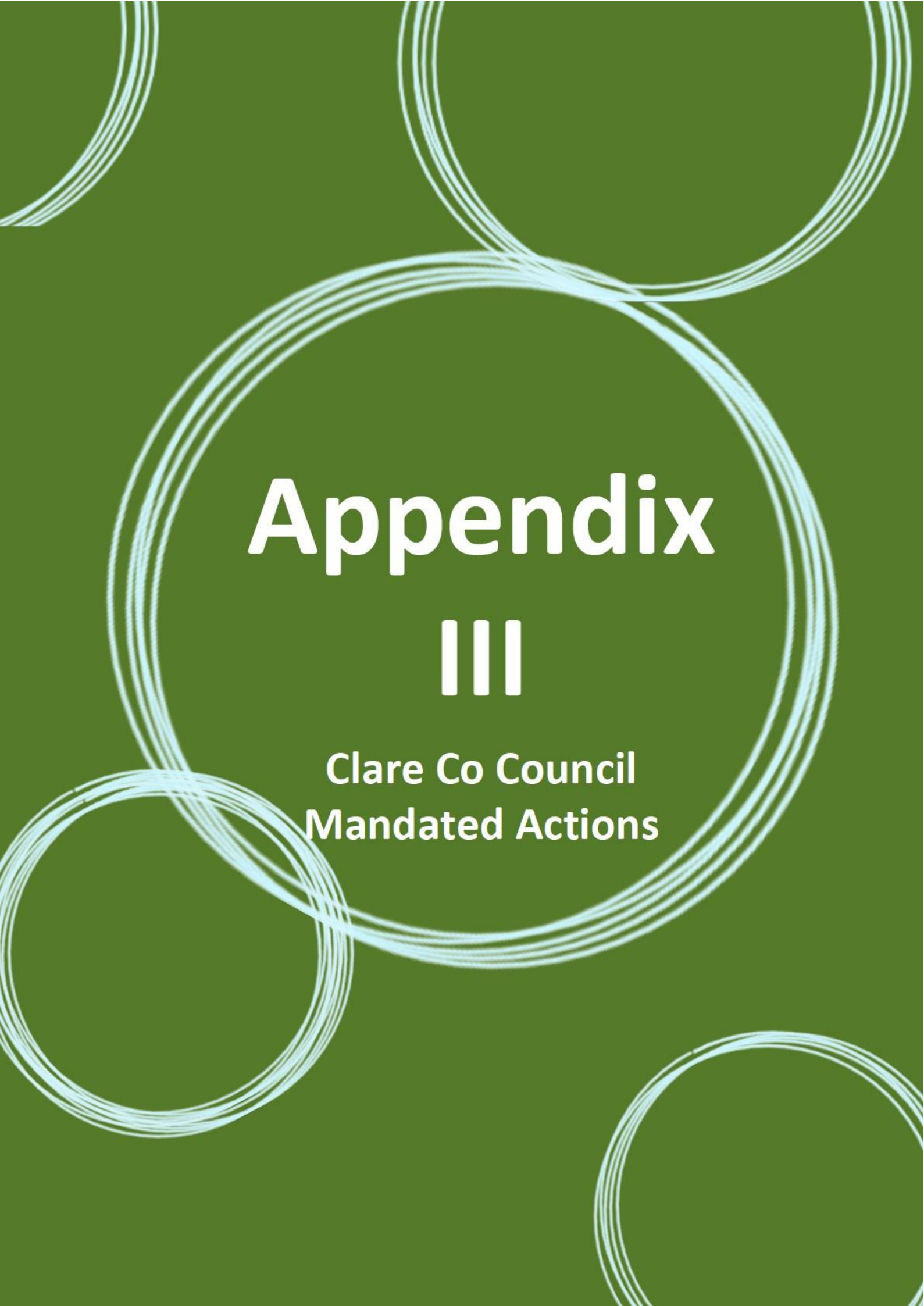
**Recyclable packaging:** A circular economy will be supported once the packaging used is placed in a recycling bin clean dry and loose. Recyclable packaging includes soft and hard plastic, glass, cardboard, cans can be placed clean, dry and loose in the recycling bin. Check [mywaste.ie](https://mywaste.ie) to ensure that the packaging can be easily recycled.

**Compostable packaging:** Compostable grade packaging supports a circular economy but only if it is placed in a food waste bin for industrial composting. Check with the waste contractor to ensure that type and volume of compostable grade packaging is suitable for industrial composting. If the waste contractor cannot accept the type, volume or bulky

nature of the packaging then recyclable packaging is the next best option. If compostable packaging is placed in a recycling or general waste bin, then it is not supporting a circular economy.

**Biodegradable packaging:** This may present as a green compostable alternative. It is important to ascertain if it is a compostable grade product. If it can only be placed in a general waste bin then it is not supporting a circular economy.



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# **Appendix**

## **III**

**Clare Co Council  
Mandated Actions**

# Vehicles

## Clare County Council Mandated Actions:

- Actions prescribed by Clare Co Co Climate Plan:  
Increase procurement of electric light good vehicles while ensuring sustainability criteria is appropriately considered during procurement processes and appropriate end-of-life vehicle management practices are in place.
- Actions prescribed by EU/National legislation and the Green Public Procurement Strategy and Action Plan 2023-2027:
  - 100% of all tenders for the public procurement of vehicles to procure zero emissions vehicles only, subject to exceptions as specified in the Public Sector Climate Action Plan Mandate 2023. This includes all tenders for lease or purchase of vehicles. An exception applies for:
    - ✓ vehicles designed and constructed for use principally on construction sites or in quarries, port or airport facilities;
    - ✓ vehicles designed and constructed or adapted for use by civil protection, fire services and forces responsible for maintaining public order;
    - ✓ wheelchair accessible vehicles: a vehicle of category M1 constructed or converted specifically so that they accommodate one or more persons seated in their wheelchairs when travelling on the road.
    - ✓ mobile cranes: A vehicle of category N3, not fitted for the carriage of goods, provided with a crane whose lifting moment is equal to / > than 400 kNm.
  - Public sector procurement contracts for delivery and haulage should specify zero emissions vehicles where possible.

## Other references/targets/sources of information at EU and National Level:

- EU Legislation:  
EU Clean Vehicles Directive: At least 38.5% of light-duty vehicles covered by all contracts awarded from 3 August 2021 to 31 December 2025, must be either zero or low-emission (maximum 50 g Co2/km and 80% of Euro emission limits); At least 10% of trucks and 45% of buses must be low or zero emission.
- Irish Legislation:  
S.I. 339/2011 Clean and Energy-efficient Road Transport Vehicles Regulations as amended by S.I. 381/2021: At least 38.5% of light-duty vehicles covered by all contracts awarded from 3 August 2021 to 31 December 2025, must be either zero or low-emission (maximum 50 g Co2/km and 80% of Euro emission limits); At least 10% of trucks and 45% of buses must be low or zero emission.
- Programme for Government 2020:  
By 2025, public sector bodies will only purchase low- or zero-emissions cars and light goods vehicles and all new urban buses be electric hybrid or electric.
- Climate Action Plan 2024:  
Fleet electrification and biofuels will continue to provide the greatest share of emissions abatement in the medium term.
- GPP search criteria website  
  
Buyers should be aware of the [Government's GPP Criteria Search tool](#) which provides GPP criteria when purchasing:
  - Cars, light commercial and L-category vehicles
  - Buses, trucks and coaches
  - Refuse collection vehicles
  - Service contracts
  - Bus transport services
- EPA Green Public Procurement Criteria documents for the ten priority sectors:  
Buyers, when tendering, can also use the EPA's GPP Criteria for road transport vehicles and services [here](#).
- Relevant OGP Frameworks:  
The OGP may have frameworks for Vehicles for Public Bodies and if so these will be listed on the [OGP Buyerzone](#). Any such frameworks should be checked before commencing a procurement procedure. Buyers can register for the OGP Buyerzone [here](#).

# Transport Fuel

## Clare County Council Mandated Actions:

- Actions prescribed by Clare Co Co Climate Action Plan:
  - Reduce emissions across Clare County Council operational, business, and commuting transportation through electric vehicles, sustainable fuels, and behaviour change.
  - Conduct feasibility study and integration of renewable alternative fuel options for Clare County Council vehicle fleet ensuring appropriate regard is had to the sustainability of sourced alternative fuels.
- Actions prescribed by Climate Action Plan 2024/Renewable Transport Fuel Policy 2023-2025:
  - To achieve a 50% reduction in Carbon emissions in the transport sector by 2030 the Climate Action Plan (CAP) sets out a range of measures, including increasing sustainable mobility, public and active travel, electrification of road transport and increased biofuels in transport as a transition measure.
  - Renewable transport fuels, including biofuels, will continue as a core transitional measure for the medium-term reduction of greenhouse gas emissions in transport.

## Other references/targets/sources of information at EU and National Level:

- **EU Legislation:**

The Renewable Energy Directive is the legal framework for the development of clean energy across all sectors of the EU economy, supporting cooperation between EU countries towards this goal. The revised Renewable Energy Directive EU/2023/2413 raises the EU's binding renewable target for 2030 to a minimum of 42.5%, up from the previous 32% target, with the aspiration to reach 45%.
- **Irish Legislation:**

S.I. No. 350/2022 - European Union (Renewable Energy) Regulations (2) 2022; S.I. No. 680 of 2022 European Union (Renewable Energy) (Amendment) Regulations 2022; Oil Emergency Contingency and Transfer of Renewable Transport Fuel Functions Act No. 2 of 2023;
- **Climate Action Plan 2024/Renewable Transport Fuel Policy 2023-2025:**

To achieve a 50% reduction in Carbon emissions in the transport sector by 2030 the Climate Action Plan (CAP) sets out a range of measures, including increasing sustainable mobility, public and active travel, electrification of road transport and increased biofuels in transport as a transition measure.
- **Relevant OGP Frameworks:**

The OGP may have frameworks for Transport Fuel and if so these will be listed on the [OGP Buyerzone](#). Any such frameworks should be checked before commencing a procurement procedure. Buyers can register for the OGP Buyerzone [here](#).

# Indoor Lighting

## Clare County Council Mandated Actions:

- Actions prescribed by Clare Co Co Climate Action Plan:  
Clare County Council, along with all public bodies, must improve its energy efficiency by 50% by 2030. This target builds on the previous 33%-by-2020 energy efficiency target. Clare County Council must also reduce its GHG emissions by 51% by 2030.
- Actions prescribed by EU/National legislation:  
Staff will only purchase lighting products in the highest energy efficiency class; and only purchase products which meet the Triple E Register criteria.
- Actions prescribed by Green Public Procurement Strategy and Action Plan 2023-2027:  
From January 2025, 100% of all tenders for the public procurement of indoor lighting to include a requirement for tenderers to specify recommendations and options for the product, when the product or components of the product comes to the end of life, that consider environmental sustainability, including options for repair, reuse and recycling.

## Other references/targets/sources of information at EU and National Level:

- EU Legislation:  
Under the Energy Efficiency Directive (2023/1791) public bodies should only purchase lighting products in the highest available energy efficiency class, provided this is compatible with sufficient competition.
- Irish Legislation:  
Lighting units and lighting controls are included in the SEAI Triple E Register, meaning that it is a requirement under Irish law (S.I. No. 151/2011 and S.I. No. 426/2014 as amended by S.I. No. 646/2016) that public bodies only purchase products which meet the [Triple E Register criteria](#). The Triple E Register refers to products that are specifically designed to provide high energy-efficiency.  
  
Ireland is committed to achieving climate neutrality no later than 2050 with a 51% reduction in GHG emissions by 2030 as per the Climate Action and Low Carbon Development (Amendment) Act 2021.
- Climate Action Plan 2024:  
Direct responsibility for reducing carbon emissions relates to local authorities managing their own carbon footprint by reducing energy use in local authority buildings.
- GPP search criteria website  
Buyers should be aware of the [Government's GPP Criteria Search tool](#) which provides GPP criteria when purchasing:
  - Lighting audit services
  - Lighting units
  - Lighting controls
- EPA Green Public Procurement Criteria documents for the ten priority sectors: Buyers, when tendering, can also use the EPA's GPP Criteria for Lighting [here](#).
- Relevant OGP Frameworks:  
The OGP may have frameworks for Internal Lighting and if so these will be listed on the [OGP Buyerzone](#). Any such frameworks should be checked before commencing a procurement procedure. Buyers can register for the OGP Buyerzone [here](#).



# Outdoor Lighting

## Clare County Council Mandated Actions:

- Actions prescribed by Clare Co Co Climate Action Plan:
  - Clare County Council, along with all public bodies, must improve its energy efficiency by 50% by 2030. This target builds on the previous 33%-by-2020 energy efficiency target. Clare County Council must also reduce its GHG emissions by 51% by 2030
  - Completion of Public Lighting Energy Efficiency Project, while ensuring the lumen levels and spectral range are maintained or reduced/controlled to avoid effects to biodiversity.
- Actions prescribed by EU/National legislation:

Staff will only purchase lighting products in the highest energy efficiency class; and only purchase products which meet the Triple E Register criteria. *(For our Public Lights, we will continue to replace public lighting stock with energy efficient LEDs as per the PLEEP project).*
- Actions prescribed by Green Public Procurement Strategy and Action Plan 2023-2027:

From January 2025, 100% of all tenders for the public procurement of outdoor lighting to include a requirement for tenderers to specify recommendations and options for the product, when the product or components of the product comes to the end of life, that consider environmental sustainability, including options for repair, reuse and recycling.

## Other references/targets/sources of information at EU and National Level:

- EU Legislation:

Under the Energy Efficiency Directive (2023/1791) public bodies should only purchase lighting products in the highest available energy efficiency class, provided this is compatible with sufficient competition.
- Irish Legislation:

Lighting units and lighting controls are included in the SEAI Triple E Register, meaning that it is a requirement under Irish law (S.I. No. 151/2011 and S.I. No. 426/2014 as amended by S.I. No. 646/2016) that public bodies only purchase products which meet the [Triple E Register criteria](#). The Triple E Register refers to products that are specifically designed to provide high energy-efficiency.

Ireland is committed to achieving climate neutrality no later than 2050 with a 51% reduction in GHG emissions by 2030 as per the Climate Action and Low Carbon Development (Amendment) Act 2021.
- Climate Action Plan 2024:

Direct responsibility for reducing carbon emissions relates to local authorities managing their own carbon footprint by reducing energy use in local authority street lighting etc.
- GPP search criteria website

Buyers should be aware of the [Government's GPP Criteria Search tool](#) which provides GPP criteria when purchasing: Road lighting
- EPA Green Public Procurement Criteria documents for the ten priority sectors: Buyers, when tendering, can also use the EPA's GPP Criteria for Lighting [here](#).
- Relevant OGP Frameworks:

The OGP may have frameworks for Outdoor Lighting and if so these will be listed on the [OGP Buyerzone](#). Any such frameworks should be checked before commencing a procurement procedure. Buyers can register for the OGP Buyerzone [here](#).

# ICT Products and Services

## Clare County Council Mandated Actions:

- Actions prescribed by EU Legislation:  
Under the Energy Efficiency Directive (2023/1791) public bodies should only purchase ICT equipment in the highest available energy efficiency class, provided this is compatible with sufficient competition.
- Actions prescribed by Irish Legislation:  
Under the Energy Efficiency Regulations (S.I. 426/2014), the following rules apply to central government contracts above the EU threshold: only purchase office ICT equipment that comply with the minimum energy efficiency requirements applicable under the Energy Star program\*.  
  
*\*Although the EU-US Energy Star Agreement has ended, it is still possible to refer to the criteria under the Energy Star program. Both the IEEE 1680 standards and the EPEAT label incorporate the Energy Star criteria for office ICT equipment.*
- Actions prescribed by Green Public Procurement Strategy and Action Plan 2023-2027:  
By 2025, a minimum of 80% of ICT end user products (desktop computers, portable computers and mobile phones) procured by public sector bodies under new contract arrangements are certified to EPEAT Gold Standard (or equivalent), TCO Certified (or equivalent) or will have been remanufactured.

## Other references/targets/sources of information at EU and National Level:

- SEAI Triple E Register:  
The ICT equipment listed below is included in the SEAI Triple E Register, meaning that it is a requirement under Irish law (S.I. No. 151/2011 and S.I. No. 426/2014 as amended by S.I. No. 646/2016) that public bodies only purchase products which meet the Triple E Register criteria. The Triple E Register refers to products that are specifically designed to provide high energy-efficiency:
  - Rack Mounted Servers
  - Enterprise Storage Equipment
  - Precise Cooling
  - Centralised Direct Current Power Distribution
  - Power Management
  - Uninterruptible Power Supply
  - Blade Servers
  - Enterprise Communication Equipment
  - ICT Optimisation Solutions  
Ireland is committed to achieving climate neutrality no later than 2050 with a 51% reduction in GHG emissions by 2030 as per the Climate Action and Low Carbon Development (Amendment) Act 2021.
- GPP search criteria website:  
Buyers should be aware of the Government's GPP Criteria Search tool which provides GPP criteria when purchasing the following ICT equipment:
  - Notebook (laptop) computers
  - Two-in-one notebooks/laptops
  - Mobile thin clients
  - Tablets
  - Smartphones
  - Desktop computers
  - All-in-one computers/ integrated desktop computers
  - Desktop Thin clients
  - Workstations
  - Computer displays
- EPA Green Public Procurement Criteria documents for the ten priority sectors: Buyers, when tendering, can also use the EPA's GPP Criteria for ICT equipment here.
- Relevant OGP Frameworks: The OGP may have frameworks for ICT Products and Services and if so these will be listed on the OGP Buyerzone. Any such frameworks should be checked before commencing a procurement procedure. Buyers can register for the OGP Buyerzone here. Purchasing ICT Products and Services via a OGP Framework will likely already meet the above Triple E register requirements, where relevant.

# Heating Equipment

## Clare County Council Mandated Actions:

- Actions prescribed by Clare Co Co Climate Action Plan:  
Clare County Council, along with all public bodies, must improve its energy efficiency by 50% by 2030. This target builds on the previous 33%-by-2020 energy efficiency target. Clare County Council must also reduce its GHG emissions by 51% by 2030.
- Actions prescribed by Green Public Procurement Strategy and Action Plan 2023-2027:
  - From January 2025, 100% of all tenders for the public procurement of heating equipment is to include a requirement for tenderers to specify recommendations and options for the product, when the product or components of the product comes to the end of life, that consider environmental sustainability, including options for repair, reuse and recycling.
  - 100% of all tenders for the public procurement of heating systems to not install heating systems that use fossil fuels, in (1) new buildings, and (2) “major renovation” retrofit projects (as defined in the Energy Performance of Buildings Directive (EPBD)); subject to exceptions as specified in the Public Sector Climate Action Plan Mandate 2023.

## Other references/targets/sources of information at EU and National Level:

- EU Legislation:  
Under the Energy Efficiency Directive (2023/1791) public bodies should only purchase heating equipment in the highest available energy efficiency class, provided this is compatible with sufficient competition. Also, when conducting building renovations, Public Bodies can include measures such as the replacement of fossil fuel heating systems in line with the long-term objective of carbon neutrality, namely reducing the heating demand and covering the remaining heating demand with a carbon-free energy source.
- Irish Legislation:  
Heating equipment is included in the SEAI Triple E Register, meaning that it is a requirement under Irish law (S.I. No. 151/2011 and S.I. No. 426/2014 as amended by S.I. No. 646/2016) that public bodies only purchase products which meet the [Triple E Register criteria](#). The Triple E Register refers to products that are specifically designed to provide high energy-efficiency.  
  
Ireland is committed to achieving climate neutrality no later than 2050 with a 51% reduction in GHG emissions by 2030 as per the Climate Action and Low Carbon Development (Amendment) Act 2021.
- Climate Action Plan 2024:  
The public sector will not install heating systems that use fossil fuels after 2023, in (1) new buildings, and (2) “major renovation” retrofit projects (as defined in the Energy Performance of Buildings Directive (EPBD)) unless at least one of a number of specified exceptions apply.
- GPP search criteria website  
  
Buyers should be aware of the [Government’s GPP Criteria Search tool](#) which provides GPP criteria when purchasing the following heating equipment:
  - Boilers
  - Water heaters
  - Heat pumps
  - Steam systems
  - Solar thermal collectors
- EPA Green Public Procurement Criteria documents for the ten priority sectors: Buyers, when tendering, can also use the EPA’s GPP Criteria for Heating Equipment [here](#).
- Relevant OGP Frameworks:  
The OGP may have frameworks for Heating Equipment and if so these will be listed on the [OGP Buyerzone](#). Any such frameworks should be checked before commencing a procurement procedure. Buyers can register for the OGP Buyerzone [here](#).

## Food/Catering services/General Consumables

### Clare County Council Mandated Actions:

- Actions prescribed by the Clare County Council Environmental Awareness Officer/ Climate Action Plan 2024/ Public Sector Climate Action Mandate
  - By Q3 2024, all catering (in the canteen/any Council run events) must be provided in reusable cups/ bottles/jugs/plates/dishes/cutlery. The Clare County Council Environmental Awareness Officer is on hand to advise. Clare County Council's Single Use Policy can be viewed at Appendix II.
  - By 1 Jan 2025, Sugar, jams, milk and water will be provided in reusable containers should be provided without the use of single use packaging. The Clare County Council Environmental Awareness Officer is on hand to advise. Clare County Council's Single Use Policy can be viewed at Appendix 1.
  - This policy is relevant to all Clare County Council buildings, including offices, canteens, public spaces, all meetings, forums, committee meetings, workshops, events, outside catering and hired venues.
  - The organisers of any Clare County Council led or supported event shall ensure that sufficient numbers and types of bins are provided for recycling and if food is provided, a food waste bin must also be provided and collected separately for composting.
  - General consumables: When purchasing consumables such as stationery, promotional materials etc, staff should look to ensure there is no excess waste (by ordering too much!) and consider what greener alternatives may be available. The Clare County Council Environmental Awareness Officer is on hand to advise.
- Actions prescribed by Green Public Procurement Strategy and Action Plan 2023-2027:
  - A minimum of 10% € value of food procured under new contract arrangements (including via contractors such as canteen service providers), is to be certified organic in each of the following categories of Cereals, fresh Beef, Lamb, Pork, Poultry, Fish, Vegetables and Dairy products, where possible.
  - 100% of new contract arrangements related to canteen or food services (including food services for public sector organised conferences) to cease using disposable/single use cups, plates and cutlery from any public sector canteen, closed facility, and public sector organised conferences, excluding clinical (i.e., non-canteen healthcare) environments.
  - From 1<sup>st</sup> January 2025, 100% of new contract arrangements related to canteen or food services to include measures that are targeted at addressing food waste, with a specific focus on food waste prevention, taking into account Ireland's commitment to reduce food waste by 50% by 2030, and food waste segregation.

### Other references/targets/sources of information at EU and National Level:

- EU and Irish Legislation:
  - Regulation (EU) 2018/848 on organic production and labelling of organic products – specifies the requirements for organic production and use of the EU green leaf logo.
  - Waste Management (Food Waste) Regulations 2009 (S.I. 508 of 2009, as amended) require all major producers of food waste to place it into a dedicated bin and ensure that it is not mixed with other waste.

- Waste Framework Directive (EU) 2008/98/EC as amended by Directive 2018/851 sets out various obligations regarding waste management as do the Waste Management Act 2006, S.I. 126/2011 and S.I. 323/2020.
- European Union (Packaging) Regulations 2014 (S.I. 282 of 2014) set requirements for packaging including its separation and recovery. These have been substantially amended by S.I. 322/2020.
- Regulation (EC) No 852 of 2004 on the hygiene of foodstuffs laying down general rules for food business operators on food hygiene, handling and storage (as amended)
- Regulation (EC) No 853 of 2004 laying down specific hygiene rules for food of animal origin, both processed and unprocessed (as amended)
- Climate Action Plan 2024/ Public Sector Climate Action Mandate:
  - Measure and monitor the food waste generated on premises from 2024, using a standardized approach to food waste measurement set out in the EPA Protocol/Pathway.
  - All new contract arrangements related to canteen or food services, including events and conferences, to include measures that are targeted at addressing food waste, with a specific focus on food waste prevention and food waste segregation.
  - Public sector bodies to cease using disposable cups, plates and cutlery from any public sector canteen or closed facility, excluding clinical (i.e., non-canteen healthcare) environments.
- Waste Action Plan for a Circular Economy:  
The Waste Action Plan for a Circular Economy commits to working with the public sector and public procurement specialists to ensure public bodies are supported in their efforts to prevent food waste and manage unavoidable waste through green public procurement.
- GPP search criteria website:  
Buyers should be aware of the [Government's GPP Criteria Search tool](#) which provides GPP criteria when purchasing:
  - Food and beverages
  - Catering Services
- EPA Green Public Procurement Criteria documents for the ten priority sectors:  
Buyers, when tendering, can also use the EPA's GPP Criteria for Food and Catering Services [here](#). The guidance focuses on, for example, sustainable and organic food production methods, reduced energy and waste consumption in kitchens, reduced impact of food transport, packaging and storage, and food waste prevention as part of public procurement of food and catering services.
- Relevant OGP Frameworks:  
The OGP may have frameworks for Food and Catering services and if so, these will be listed on the [OGP Buyerzone](#). Any such frameworks should be checked before commencing a procurement procedure. Buyers can register for the OGP Buyerzone [here](#).



## Energy-related products

- Air conditioners
- Residential ventilation units
- Cooking appliances (professional and household)
- Dishwashers (professional and household)
- Electronic displays and televisions
- Refrigerating appliances (professional, household and vending machines)
- Washing machines and tumble dryers (professional and household)
- Vacuum cleaners

### Clare County Council Mandated Actions:

- Actions prescribed by EU/National legislation:

Staff will only purchase Energy-related products in the highest energy efficiency class, provided this is compatible with sufficient competition.

Staff will only purchase electrical equipment which meet the Triple E Register criteria for products listed in the relevant Triple E categories:

- Commercial Combination Ovens
- Commercial Dishwashers
- Refrigerated Display Cabinets
- Refrigeration System Control and Monitoring
- Commercial Laundry Dryers
- Commercial Laundry Washers

- Actions prescribed by Green Public Procurement Strategy and Action Plan 2023-2027:

From January 2025, 100% of all tenders for the public procurement of energy related products are to include a requirement for tenderers to specify recommendations and options for the product, when the product or components of the product comes to the end of life, that consider environmental sustainability, including options for repair, reuse and recycling.

### Other references/targets/sources of information at EU and National Level:

- EU Legislation:

Under the Energy Efficiency Directive (2023/1791) public bodies should only purchase electrical equipment in the highest available energy efficiency class, provided this is compatible with sufficient competition.

- Irish Legislation:

The energy-related products below are included in the SEAI Triple E Register, meaning that it is a requirement under Irish law (S.I. No. 151/2011 and S.I. No. 426/2014 as amended by S.I. No. 646/2016) that public bodies only purchase products which meet the [Triple E Register criteria](#). The Triple E Register refers to products that are specifically designed to provide high energy-efficiency:

- Commercial Combination Ovens
- Commercial Dishwashers
- Refrigerated Display Cabinets
- Refrigeration System Control and Monitoring
- Commercial Laundry Dryers
- Commercial Laundry Washers

Ireland is committed to achieving climate neutrality no later than 2050 with a 51% reduction in GHG emissions by 2030 as per the Climate Action and Low Carbon Development (Amendment) Act 2021.

- GPP search criteria website

Buyers should be aware of the [Government's GPP Criteria Search tool](#) which provides GPP criteria when purchasing the following electrical equipment:

- Air conditioners
- Residential ventilation units
- Cooking appliances
- Dishwashers

- Electronic displays and televisions
- Refrigerating appliances
- Washing machines, tumble dryers, and combined washer-dryers
- Vacuum cleaners
- EPA Green Public Procurement Criteria documents for the ten priority sectors: Buyers, when tendering, can also use the EPA's GPP Criteria for Energy Related Products/electrical equipment [here](#).
- Relevant OGP Frameworks:  
The OGP may have frameworks for Energy Related Products/electrical equipment and if so, these will be listed on the [OGP Buyerzone](#) . Any such frameworks should be checked before commencing a procurement procedure. Buyers can register for the OGP Buyerzone [here](#).

## Indoor Cleaning products and services

- Indoor cleaning services including cleaning of offices/ publicly accessible areas
- Cleaning of sanitary facilities
- Cleaning of glass surfaces that can be reached without the use of specialised equipment or machines
- Cleaning products
- Textile cleaning accessories
- Hand soap
- Textile hand towels
- Tissue paper products

### Clare County Council Mandated Actions:

- [Mywaste.ie Economical and easy Greener Cleaning guide / Clare Co Co Environmental Awareness Officer:](#)  
When purchasing cleaning products, avoid/reduce the amount of hazardous chemicals bought for cleaning within Council buildings. Refer to the Mywaste.ie Economical and easy Greener Cleaning guide [here](#) for guidance.
- [Actions prescribed by Green Public Procurement Strategy and Action Plan 2023-2027:](#)  
From 1<sup>st</sup> January 2025, 100% of all tenders for the public procurement of indoor cleaning services to include a requirement for tenderers to specify the training that will be put in place to ensure that all staff involved in delivery of the contract have the knowledge and skills to apply cleaning methods, which will reduce the environmental impact of the services.

### Other references/targets/sources of information at EU and National Level:

- [EU and Irish Legislation and Standards](#)
  - Consolidated Regulation No. 1907/2006 on the Registration, Evaluation, Authorisation and Restriction of Chemicals (REACH)
  - The Classification, Labelling and Packaging (CLP) Regulation (EC) No 1272/2008 – Hazardous Substances
  - The European Union (Packaging) Regulations 2014 (S.I. 282 of 2014) set requirements for packaging including its separation and recovery. These have been substantially amended by S.I. 322/2020.
  - Regulation (EC) No 1221/2009 on the voluntary participation by organisations in a Community eco-management and audit scheme (EMAS)
  - Regulation EU 666/2013 (as amended) on ecodesign of vacuum cleaners
  - Directive 67/548/EC, Directive 1999/45/EC and Regulation (EC) No 1272/2008 – Biocides
  - Waste Management Acts 2006-2011 and implementing Regulations
  - ISO 14024:2018 Environmental labels and declarations — Type I environmental labelling — Principles and procedures
  - ISO 14001:2015 Environmental management systems
  - Buying Social – ISO Social Responsibility Standard, ISO 26000
- [GPP search criteria website](#)  
Buyers should be aware of the [Government's GPP Criteria Search tool](#) which provides GPP criteria when purchasing Indoor cleaning Services.
- [EPA Green Public Procurement Criteria documents for the ten priority sectors:](#) The EPA GPP Guidance Criteria for Indoor Cleaning Services includes a GPP approach that focuses on, for example, reduction in product usage and packaging by environmentally conscious cleaning methods, use of cleaning products with ecolabels, accessories and consumables with lower environmental impact and training of staff in water and waste management. Buyers, when tendering, can use the EPA's GPP Criteria for Indoor Cleaning Services [here](#).
- [Relevant OGP Frameworks:](#)  
The OGP may have frameworks for Indoor Cleaning products and services and if so, these will be listed on the [OGP Buyerzone](#) . Any such frameworks should be checked before commencing a procurement procedure. Buyers can register for the OGP Buyerzone [here](#).

# Herbicides and Pesticides

## Clare County Council Mandated Actions:

- Actions prescribed by Clare County Councils Biodiversity Best Practice Guidelines:
  - Purchase of herbicides should be approved by an engineer prior to procurement.
  - When conducting procurement procedures involving landscaping contractors, include the following in the RFT/RFQ:
    - ✓ Clearly specify the areas for spraying and how the areas are to be sprayed;
    - ✓ Clearly specify the relevant standards/ecolabels to be adhered to;
    - ✓ Include the 'Responsible Pesticide Use in Public, Amenity and Garden Areas' , the 'Guidance for Local Authorities to ensure compliance with the Sustainable Use of Pesticides Directive' and the All Ireland Pollinator Plan 'Pollinator-friendly Pesticide Code - Best Practice in Pesticide Use' as Appendices to the RFT/RFQ and make it clear that contractors must follow the procedures within the documents regarding pesticide use; and
    - ✓ Include information on Clare County Council's commitment to reducing herbicide and pesticide usage, including actions required to support Clare County Council's sustainable destination certification (i.e. Measure herbicide and pesticide use/Monitor correct use of herbicides and pesticides)

## Other references/targets/sources of information at EU and National Level:

- EU Legislation:

The Sustainable Use of Pesticides Directive (Directive 2009/128/EC) establishes a framework to achieve the sustainable use of pesticides ("the SUD") by reducing the risks and impacts of pesticide use on human health and the environment.
- Irish Legislation:

Statutory Instrument (S.I.) 155 of 2012 gives effect to Directive 2009/128/EC by way of regulating the training and registration requirements for advisors, distributors, equipment inspectors and users of Plant Protection Products (PPPs) in Ireland.
- 'Responsible Pesticide Use in Public, Amenity and Garden Areas':

This Department of Agriculture, Food and the Marine guide provides 10 easy steps towards responsible pesticide use in public and amenity and garden areas.
- 'Guidance for Local Authorities to ensure compliance with the Sustainable Use of Pesticides Directive':

This Department of Agriculture, Food and the Marine guide provides for Local Authorities to ensure compliance with the Sustainable Use of Pesticides Directive.
- 'All Ireland Pollinator Plan 'Pollinator-friendly Pesticide Code - Best Practice in Pesticide Use':

This National Biodiversity Data Centre guide provides best practice guidance in pesticide usage.

## Paper products and printing services

- Graphic and copying paper
- Envelopes and stationery paper products (e.g. notebooks, writing pads, drawing books)
- Printed paper products (e.g. forms, leaflets/brochures, annual reports, labels, diaries, business cards, calendars, posters, books)
- Printing services

### Clare County Council Mandated Actions:

- Actions prescribed by Climate Action Plan 2024/ Public Sector Climate Action Mandate:
  - Review any paper-based processes and evaluate the possibilities for digitisation so it becomes the default approach.
  - Eliminate paper-based processes as far as is practicable.
  - Where paper must be procured, ensure that recycled paper is the default.
  - Measure and monitor paper consumption.
- Actions prescribed by Green Public Procurement Strategy and Action Plan 2023-2027 / Clare County Council Environmental Awareness Officer:

From May 2024, where office paper for printing and photocopying must be procured, 100% of the paper must be recycled paper. There are two exceptions to this rule:

  - Paper for printers that are not suitable for recycled paper need not be recycled.
  - The Council's Print room should use recycled paper except for jobs that can't be fulfilled with recycled paper.

### Other references/targets/sources of information at EU and National Level:

- EU and Irish Legislation:
  - Regulation (EU) 995/2010 (EU Timber Regulation), Implementing Regulation (EU) 607/2012 and SI No 316/2014.
  - Council Regulation (EC) 2173/2005 on the establishment of a FLEGT licensing scheme as implemented by SI No 251/2015.
  - Commission Decision (EU) 2019/70 establishing the EU Ecolabel criteria for graphic paper, tissue paper and tissue products.
  - Commission Decision (EU) 2014/256 establishing the EU Ecolabel criteria for converted paper products.
  - Commission Decision 2012/481/EU establishing the EU Ecolabel criteria for printed paper products.
  - Directive (EU) 2018/2001 on the promotion of the use of energy from renewable sources (Renewable Energy Directive).
- Climate Action Plan 2024/ Public Sector Climate Action Mandate:
  - Review any paper-based processes and evaluate the possibilities for digitisation so it becomes the default approach.
  - Eliminate paper-based processes as far as is practicable.
  - Where paper must be procured, ensure that recycled paper is the default.
  - Measure and monitor paper consumption.
- GPP search criteria website:

Buyers should be aware of the [Government's GPP Criteria Search tool](#) which provides GPP criteria when purchasing:

  - Graphic paper (printing and copying paper)
  - Converted paper products (envelopes and stationery products)
  - Printed paper products
  - Printing Services
- EPA Green Public Procurement Criteria documents for the ten priority sectors:

Buyers, when tendering, can also use the EPA's GPP Criteria for Paper Products and Printing Services [here](#). The guidance focuses on the proposed core and comprehensive GPP criteria for application in the purchase of paper products and printing services by Irish public bodies.
- Relevant OGP Frameworks:

The OGP may have frameworks for Paper Products and Printing Services and if so, these will be listed on the [OGP Buyerzone](#). Any such frameworks should be checked before commencing a procurement procedure. Buyers can register for the OGP Buyerzone [here](#).



# Built Environment: Design, construction and management of Council owned Buildings, Houses and Infrastructure

## Clare County Council Mandated Actions:

- Actions prescribed by Clare County Council Climate Action Plan 2024-2029:
  - Objective G1.6: “Develop strategy/resources to ensure all council-owned buildings are included under a broadened Facilities Management System to facilitate upgrading, retrofitting, and increased sustainability of all such buildings”
  - Objective BE1.6: “Develop and Implement energy efficiency projects in Clare County Council owned and operated buildings/assets that deliver on 50% energy efficiency and 51% emissions targets”
  - Objective BE1.8: “Implement renewable energy projects in Clare County Council buildings/locations that deliver on energy efficiency and emissions targets”
- Actions prescribed by Green Public Procurement Strategy and Action Plan 2023-2027:
  - In line with the Public Sector Climate Action Mandate all public bodies shall specify low carbon construction methods and low carbon cement material as far as practicable for directly procured or supported construction projects from 2023 forward. Guidance on this is [here](#).
  - Public bodies must include specifications for low carbon construction related components and sustainable building processes in accordance with EPBD, using CPR data where available and EN 15978, and reference to GPP criteria related to construction, including National GPP guidance, where appropriate in the Preliminary Project Brief.
  - In addition, whole life cycle analysis in accordance with EN 15978, where appropriate, shall be used to inform the design of building projects over 1,000 m<sup>2</sup> to ensure life cycle GWP is optimised at the building level and to facilitate declarations of embodied carbon for inclusion in the BER/EPC of buildings completed after 31 December 2027.
  - Life Cycle Costing to be used by all public bodies for all works contracts as defined by the Capital Works Management Framework.
  - From 2025, a minimum proportion of construction materials procured by public bodies under new contract arrangements comprise recycled materials. (This target will be updated following further data analysis, and publication of the 2nd Whole of Government Circular Economy Strategy which will include sectoral targets in relation to the construction sector.)
- Climate Action Plan 2024/ Public Sector Climate Action Mandate:
  - All new dwellings designed and constructed to Nearly Zero Energy Building standard by 2025, and Zero Emission Building standard by 2030.
  - Specify low carbon construction methods and low carbon cement material as far as practicable for directly procured or supported construction projects from 2023. Guidance on this is [here](#).
  - Adhere to the best practice guidelines for the preparation of Resource and Waste Management Plans for construction and demolition projects for directly procured or supported construction projects from 2024.

## Other references/targets/sources of information at EU and National Level:

- EU and Irish Legislation and Standards:
  - Directive 2010/31/EU on Energy Performance of Buildings as amended by Directive 2018/844/EU (implemented by S.I. 183/2019)
  - S.I. 496/1997 Building Control Regulations
  - S.I. 497/1997 Building Regulations (as amended, in particular Part L as amended)
  - Regulation (EU) 305/2011 on harmonised conditions for the marketing of construction products (as amended)

- Regulation (EU) 995/2010 on placing timber and timber products on the market (as amended)
  - Directive 2012/27/EU on energy efficiency, as amended by Directive 2018/2002
  - S.I. 151/2011 European Union (Energy Efficient Public Procurement) Regulations 2011
  - S.I. 366 of 2011 European Union (Energy Labelling) Regulations, as amended by S.I. 351 of 2014
  - S.I. 454 of 2013 European Union (Ecodesign Requirements for certain energy related products) Regulations, as amended
  - S.I. No. 426/2014 - European Union (Energy Efficiency) Regulations 2014, as amended by S.I. No. 646/2016
  - Directive 2009/125/EC establishing a framework for the setting of ecodesign requirements for energy-related products
  - Regulation (EU) 2017/1369 setting a framework for energy labelling
  - ISO 14025 and EN 15804 on Environmental Product Declarations
  - ISO 14040/14044 and EN 15978 on Assessment of Environmental Performance of Buildings
  - ISO 13790 and EN 15603 on Energy Performance of Buildings
  - EN 15251 on design and assessment of energy performance of buildings addressing indoor air quality, thermal environment, lighting and acoustics
  - EN 13779 on ventilation for non-residential buildings
  - ISO 50001 on energy management
- GPP search criteria website:  
Buyers should be aware of the [Government's GPP Criteria Search tool](#) which provides GPP criteria when purchasing:
    - Environmental management of the project manager, design team, and contractors
    - Detailed design and performance requirements
    - Strip-out, demolition, and site preparation works
    - Construction or major renovation works
    - Heating, lighting, and energy-related products
    - Completion and handover services
    - Facilities management services
  - EPA Green Public Procurement Guidance for the Public Sector  
All public bodies should adhere to the EPA GPP guidance as it refers to the Design, Construction And Management Of Office Buildings ([section 5.5](#)).
- All public bodies should adopt an Energy Efficient Design approach for buildings, as outlined in the standards IS 399 and ISO 50001. Excellence in Energy Efficiency Design (EXEED) is a certification and grant scheme operated by the SEAI. It provides for three certifications (EXEED Designed, Verified and Managed) which attest to sustained energy savings. Projects can be of any scale or complexity, including greenfield, brownfield, major energy upgrades or renovations of existing assets.
- EPA Green Public Procurement Criteria documents for the ten priority sectors:  
Project managers of Capital Projects, when tendering, can use the EPA's GPP Criteria for Office Building Design, Construction and Management [here](#).
  - Relevant OGP Frameworks:  
The OGP may have frameworks for Building Design, Construction and Management and if so, these will be listed on the [OGP Buyerzone](#). Any such frameworks should be checked before commencing a procurement procedure. Buyers can register for the OGP Buyerzone [here](#).

## Textile products and services (including uniforms and laundry services)

- Textile clothing and accessories (uniforms, workwear, personal protective equipment (PPE) and accessories consisting of at least 80% by weight of textile fibres in a woven, non-woven or knitted form)
- Interior textiles
- Textile fibres, yarn, fabric and knitted panels
- Non-fibre elements

### Clare County Council Mandated Actions:

- [Actions prescribed by Green Public Procurement Strategy and Action Plan 2023-2027:](#)  
By 2027, polyester fibre products procured by public sector bodies under new contract arrangements must be manufactured using a minimum recycled content of 20%, where possible and proportionate.

### Other references/targets/sources of information at EU and National Level:

- EU Legislation
  - Regulation (EU) 2018/848 on organic production and labelling of organic products – specifies the requirements for organic production and use of the EU green leaf logo
  - Commission Decision (EU) 2014/350 establishing the criteria for the EU Ecolabel for textile products, as amended by Decision 2017/1392.
  - Commission Decision 2017/1219 establishing the EU Ecolabel criteria for industrial and institutional laundry detergents, amended by Decisions 2018/993 and 2019/418
  - Consolidated Regulation No. 1907/2006 on the Registration, Evaluation, Authorisation and Restriction of Chemicals (REACH)
  - Commission Regulation (EU) 2019/1691 of 9 October 2019 amending Annex V to Regulation (EC) No 1907/2006 on Registration, Evaluation, Authorisation and Restriction of Chemicals (REACH)
  - Regulation (EC) No 1221/2009 on the voluntary participation by organisations in a Community eco-management and audit scheme (EMAS)
- EU Strategy for Sustainable and Circular Textiles:  
This Strategy for Sustainable and Circular Textiles aims to create a coherent framework and a vision for the transition of the textiles sector whereby: By 2030 textile products placed on the EU market are long-lived and recyclable, to a great extent made of recycled fibres, free of hazardous substances and produced in respect of social rights and the environment.
- GPP search criteria website:  
Buyers should be aware of the [Government's GPP Criteria Search tool](#) which provides GPP criteria when purchasing:
  - Textile products
  - Textile Services
- EPA Green Public Procurement Criteria documents for the ten priority sectors:  
Buyers, when tendering, can also use the EPA's GPP Criteria for Textile Products and Services [here](#). The suggested approach is to:
  - Purchase textiles made from fibres which are produced using fewer fertilisers, hazardous pesticides and production chemicals.
  - Purchase textiles that contain recycled materials and fibres.
  - Purchase textiles with a reduced use of environmentally harmful and hazardous substances in their production.
  - Purchase textiles that require less energy for drying and ironing.
  - Purchase colour-fast fabrics that do not shrink during use, that are constructed to be more durable in use and which have longer-lasting functional coatings.
  - Contract services that minimise the energy used to wash, dry and iron textiles.
  - Contract services that maintain textiles in order to extend their lifetime.
  - Contract services that maximise the potential for reuse and recycling of textiles at the end of their service life.
- Relevant OGP Frameworks:  
The OGP may have frameworks for Textile Products and Services and if so, these will be listed on the [OGP Buyerzone](#). Any such frameworks should be checked before commencing a procurement procedure. Buyers can register for the OGP Buyerzone [here](#).

## Road design, construction, and maintenance

### Clare County Council Mandated Actions:

- [Actions prescribed by Green Public Procurement Strategy and Action Plan 2023-2027:](#)
  - All public bodies to include GPP criteria in all tender documents where the individual procurement spend using public funds is above applicable EU procurement thresholds.
  - From 2025, all public bodies to include GPP criteria in all tender documents where the individual procurement spend using public funds is above applicable national procurement thresholds.

### Other references/targets/sources of information at EU and National Level:

- [EU's 'Green Public Procurement Criteria for Road Design, Construction and Maintenance'](#)  
Staff writing/managing tenders for Road Design, Construction and Maintenance should seek to adopt the GPP advice in the EU's 'Green Public Procurement Criteria for Road Design, Construction and Maintenance'. This is a userguide for the application of GPP criteria for Road design, construction and maintenance which aims to help public bodies ensure that road projects are procured and implemented with higher environmental standards. The guide is available [here](#).

## Public Space maintenance

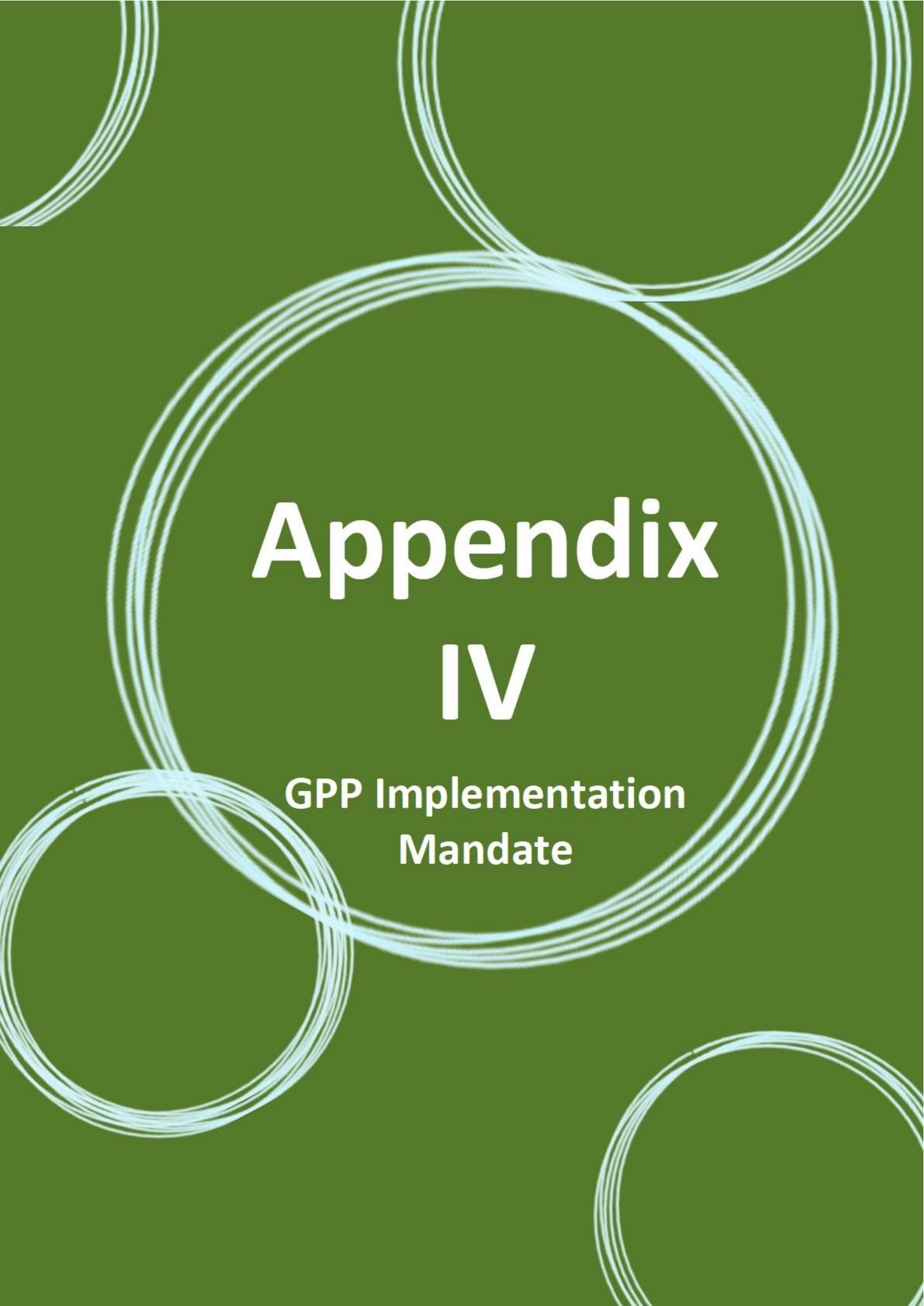
### Clare County Council Mandated Actions:

- Actions prescribed by Green Public Procurement Strategy and Action Plan 2023-2027:
  - All public bodies to include GPP criteria in all tender documents where the individual procurement spend using public funds is above applicable EU procurement thresholds.
  - From 2025, all public bodies to include GPP criteria in all tender documents where the individual procurement spend using public funds is above applicable national procurement thresholds.

### Other references/targets/sources of information at EU and National Level:

- EU's 'Green Public Procurement Criteria for Public Space Maintenance'.  
Staff writing/managing tenders for Public Space Maintenance should seek to adopt the GPP advice in the EU's 'Green Public Procurement Criteria for Public Space Maintenance'. This is a userguide for the application of GPP criteria for Public Space maintenance which aims to help public bodies ensure that road projects are procured and implemented with higher environmental standards. The guide is available [here](#).





# **Appendix IV**

**GPP Implementation  
Mandate**

1

### Needs Assessment

Avoid unnecessary purchases

Rethink how demand can be met (e.g., resource sharing or reuse or repair options)

Build flexibility into contracts to allow regular review of needs and to help avoid unnecessary consumption of resources.

2

### Decision to undertake Public Procurement - Insert GPP Criteria

Insert GPP criteria in published public procurement tender documentation for all individual procurement spend above applicable public procurement thresholds.

Include GPP criteria from national GPP guidance and criteria in published public procurement tender documentation. Use <https://gppcriteria.gov.ie/>

Use GPP criteria from other sources (e.g., EU GPP criteria) where national GPP criteria is not available or where such criteria can augment national GPP criteria that is already being used.

Use 'Minimum Environmental Criteria' where no suitable national, EU GPP criteria or other specific GPP guidance is available.

Consider the use of an innovative procurement procedure or the innovation partnership to find goods, services, or works that meet your needs.

3

**Comply or Explain**



If GPP criteria are not included in procurement where National GPP criteria are available, reasons for not including green criteria must be provided.

