

Practice to be assessed and included in the Guidelines

Number/code: OM/PR7

Title: GREEN PROCUREMENT GUIDELINES

Guidelines section:

<input type="checkbox"/>	Governance	<input checked="" type="checkbox"/>	Operational management
		<input type="checkbox"/>	<i>Context of the event</i>
		<input type="checkbox"/>	<i>Event</i>
		<input type="checkbox"/>	<i>Stadium management</i>
		<input checked="" type="checkbox"/>	<i>Procurement</i>
		<input type="checkbox"/>	<i>Mobility and logistics</i>

Description:

Green Procurement (GP) may be defined as the process whereby organisations seek to procure goods and services with a reduced environmental impact throughout their whole life cycle when compared to goods and services with the same primary function. Green Public Procurement (GPP) has already been long promoted and encouraged in public procurement-related strategies and policies both at the national and European levels, acknowledging its potential as a key tool to foster a more sustainable use of natural resources and behavioural changes for more sustainable production and consumption.

Organising an event requires the provision of several goods and services both directly for the event organiser itself and for all the engaged partners, sponsors, authorities etc.

Thus, through the inclusion of environment-focused criteria in purchasing and supply procedures, the event organisers have the opportunity to involve, raise awareness and promote sustainable attitudes not only among their suppliers, but also among the various economic partners from the event system and, more broadly, all the actors involved in the event in various ways.

Examples:

- 1) Russia 2018 World Cup:
A set of green procurement criteria was inserted in the waste management concept document with a key aim at waste prevention;
- 2) EXPO Milano 2015:
Relating to Green Procurement, two main lines of activity were adopted:
 - a. on the one hand, there was an effort to ensure that the purchasing choices of public company Expo 2015 SpA were inspired by green criteria, whenever possible and in compliance with the regulations on public procurement;
 - b. on the other, a series of initiatives were implemented to disseminate good practices on green procurement as broadly as possible, involving all the company’s main interlocutors, such as participating countries, partners, sponsors, suppliers etc. – both on a voluntary and contractual basis.

In both cases, the Green Procurement Guidelines played a fundamental role; drawn up as early as 2013, these guidelines were meant to encourage and guide the Universal Exposition's Participants in the integration of green criteria in their procurement process for all necessary goods and services related to their participation in the Event.

The Guidelines scope was limited to five main product categories that were relevant in the event's organisation for supporting the integration of environmental criteria in the procurement activities of Expo Milano 2015's participants: food & beverage, furniture, merchandise, packaging and event organisation. In some cases, in addition to the Guidelines criteria the purchase process included further requirements relating to different product categories (e.g. volunteers' uniforms, electronic equipment, cleaning services etc.) or stricter requirements for categories already considered in the guide (for example, requirements related to paper, inks, printing and binding were often added for the categories of publishing, printing and other similar services).

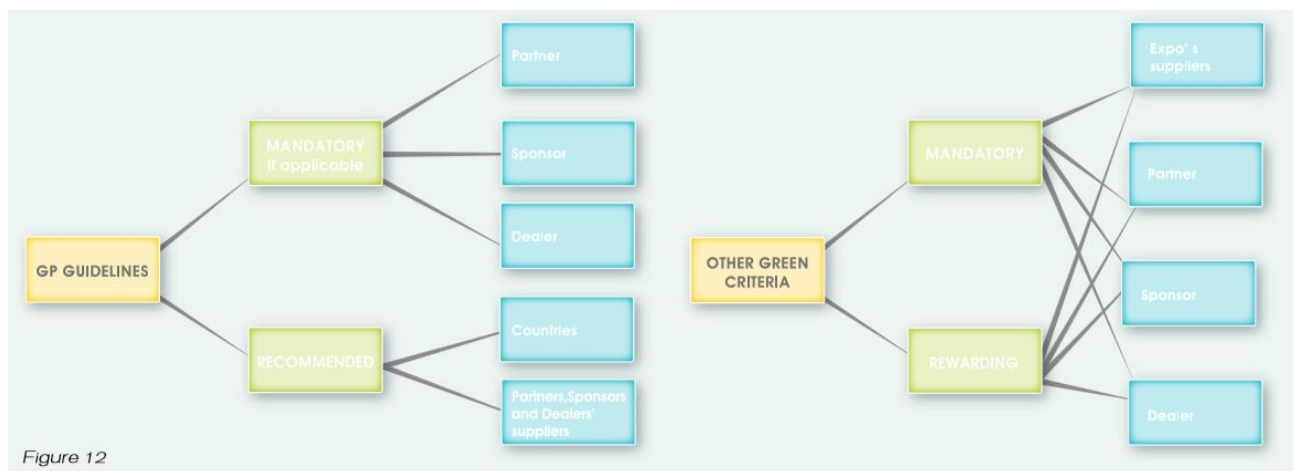


Figure 12

EXPO performed audits during the event phase in order to check the level of effective compliance of sponsors, partners, contractors and suppliers according to the tenders and contracts' obligations. The following table shows the audits' results:

	FOOD & BEVERAGE	FURNITURE	MERCHANDISING	PACKAGING	EVENTS ORG.
APPLICABILITY	83%	88%	53%	76%	83%
The following values have been calculated as a percentage of the total number of subjects eligible for applying the criteria:					
TOTAL IMPLEMENTATION	53%	67%	22%	46%	33%
PARTIAL IMPLEMENTATION	47%	27%	44%	38%	67%
FAILED IMPLEMENTATION	0%	7%	33%	15%	0%

Table 4. Green criteria level of application.

- 3) TOROC 2006: TOROC established an environment-friendly procurement policy and laid down environmental criteria for the selection of suppliers. Almost 40 % of the 3 million euros that the organizers of the Winter Games spent on goods and services met these standards.
- 4) Philadelphia Football Stadium, Lincoln Financial Field: The Philadelphia Eagles have an in-house project manager in charge of drafting the Request for Proposals (RFP) for all of the contracted work at Lincoln financial field. The RFP requests the bidding contractors to research eco-friendly substitutes to traditional material. As a result, the Eagles have employed

the use of low VOC paint, carpet containing 10-15% recycled plastic, concentrate eco-friendly cleaning materials and toilet paper containing 100% recycled paper.

- 5) Green build 2010: Greenbuild Mandatory Exhibitor Guidelines (GMEGG) took effect, which require all exhibitors to implement basic sustainable practices. 97% of exhibitors participated in GMEGG by submitting documentation for auditing. A random audit of 100 exhibitors revealed 90% compliance rate. Those exhibitors audited to be non-compliant with GMEGG are not able to book space for Greenbuild 2011 until non-conforming issues have been addressed. GMEGG audits were conducted by the Green Building Certification Institute and considered both documentations provided by exhibitors with pre-event and onsite practices. 995 of 1,017 exhibitors submitted documentation for auditing, confirming a 97% participation rate. A random audit of 100 exhibitors revealed 90 conformed to GMEGG, confirming a 90% compliance rate. 137 exhibitors applied for the voluntary Green Exhibitor Award. Exhibitors receive different levels of recognition based on sustainable practices they adopt that exceed GMEGG. 12 companies achieved the highest tier of recognition and were identified as Green Leaders following an onsite audit. All Leaders are entered into a draw to win a free booth at next year's show.
- 6) Tokyo 2020: The organizers' plan encourages to maximize the procurement of highly eco-friendly goods. It privileges the utilization of rented or leased goods as well as recycling and reuse in order to reduce CO2 emissions. Materials, goods, and devices used in the Games must be procured through rental/lease schemes as a basic rule. If purchases are unavoidable, they must be designed during the design phase with specifications which enable post-users to reuse them whenever possible. After they are used for delivery of the Games, all possible arrangements must be made so that they will be used later such as using the re-sale market. These efforts enable the reduction of CO2 emitted for the production of necessary materials, goods, and devices. These are effective measures with which resource management and CO2 reduction can both be achieved as a synergistic effect. The entire organisation is going to promote these measures by creating systems to ensure smooth operations.
- 7) Scotland: Resource efficient Scotland suggests a series of practical actions on sustainable procurement:
 - Including clauses in any contracts that require suppliers to comply with your sustainability policy;
 - Asking for evidence of a supplier's environmental credentials (e.g. membership of GTBS, ISO 14001 accreditation or company environmental policy);
 - Setting monitoring and measurement standards to set targets that can be checked after the event;
 - Ensuring suppliers can, and do, manage energy and other resources as efficiently as possible;
 - Ensuring suppliers have recycling and other waste reduction policies in place;
 - Ensuring suppliers are aware of, and comply with, venue sustainability requirements;
 - Asking what suppliers do to minimise deliveries and food miles.
- 8) London 2012 Games: The guidelines promoted green procurement through the following actions:
 - 100% of Fixtures Fittings & Equipment (FF&E) to be sourced in accordance with the LOCOG Sustainable Sourcing Code. The hierarchy to sustainably utilise assets is: reduce scope, hire assets, lease assets then lastly buy assets.

- 100% timber derived FF&E holds FSC certification (We were pleased to be able to see evidence of tracking and assurance processes set up by the LOCOG Sustainable Venues advisors and by the Logistics Functional Area in relation to FSC timber).
 - Reuse or recycle at least 90% of LOCOG owned assets and any packaging handled.
 - HFCs must not be used where other safe, technically feasible, cost effective, energy efficient and more environmentally acceptable alternatives exist (Note: Early engagement with the hire industries is necessary so that new standards and requirements for environmentally sensitive materials can be specified in sufficient time to influence the supply chain).
 - One sponsor had used an alternative material to PVC and several others stated that they had ensured that where they had needed to use PVC it was phthalate free, to comply with the London 2012 policy on use of PVC.
 - Some challenges were encountered where a supplier was unable to provide the full chain of custody and in these cases alternative products were chosen without timber, or where the full chain of custody was in place. LOCOG also made visits to Chinese and Malaysian factories to check up on the chain of custody.
- 9) FIFA 2014: The sustainability team and the LOC Procurement Team met on a regular basis to discuss upcoming LOC procurement processes and identify higher impact and higher risk purchases using an evolving set of financial, social and environmental criteria. For the purchases identified as more critical, a sustainability questionnaire was sent to all candidate companies requesting additional information on their social, environmental and ethical practices. Between 2012 and 2014, out of 205 LOC procurement processes, 30 were identified as critical for review and approximately 120 questionnaires were reviewed from companies tendering to provide the services. Where necessary and possible, additional obligations and/or recommendations were integrated into the service provision contracts.
- 10) Host City Contract for the Olympic Games 2026: In line with objective 11 to “Reinforce sustainability commitments in the Host City Contract so that bidding for and hosting an Olympic Games can act as a catalyst for sustainable development within the host city and region”, the Host City Contract has been updated. The revision included strengthening of sustainability principles across all operational areas as part of the 2018 revision of the Host City Contract for the Olympic Games 2026 and the accompanying Host City Contract 2026 – Operational Requirements, a process that also integrated the requirements from the IOC Sustainability Strategy that apply to the Organising Committees for the Olympic Games (OCOGs), host cities and their delivery partners.
- 11) French Ministry for Sports: Minimum quantity of sustainable food supply set by the French Ministry for Sports: On 12 January 2017, the French Ministry of Sports, in cooperation with WWF, launched a Charter setting environmental standards and criteria for the organisation and management of sustainable sports events. This practice focuses on the first commitment setting targets for the minimum quantity of sustainable food that should be supplied by catering companies for participants, spectators and staff of sports events. This target is progressive for each year and reaches 50% for 2019.

COMMITMENTS	2017	2018	2019
Commitment 1: Catering	15%	30%	50%

The Charter was signed by over 180 organisers of international, national and local sports events in France, as well as by managers of over 20 major French sports facilities.

12) UEFA EURO 2016: UEFA 2016 Implemented several initiatives regarding both direct and indirect suppliers:

- A wide variety of branded goods and merchandise were produced by UEFA EURO 2016 licensees. Questionable practices and controversies surrounding working conditions and alleged human rights abuses in the manufacturing industry represented a risk which could undermine the tournament's image.
- All UEFA EURO 2016 invitations to tender and requests for proposals included generic sustainability requirements.
- Sourcing guidelines encouraged buyers to inquire about the traceability of their suppliers' production processes.
- An internal sourcing guide was developed, explaining risks, key considerations (origin, producer name, composition, packaging and end-of-life) and tips for every major product and service category.
- UEFA EURO 2016 organisers also focused on developing a local sourcing strategy. All suppliers used for the event were based in Europe, 71% of items were produced in Europe, and 51% of the sourcing budget was spent on items produced in Europe.
- Work was undertaken with all UEFA EURO 2016 service providers to ensure responsible sourcing of services and products for UEFA EURO 2016, for everything from signage to marquees and floor coverings. Below are a few key examples of what was achieved:
 - CATERING A dedicated sustainability policy was drawn up with catering and hospitality provider Do&Co/Hédiard, with commitments and targets in terms of responsibly sourced products, waste, transport and energy.
 - EVENT PLANNING GL Events worked as an event planning vendor for a number of services, including signage, temperature control, temporary infrastructure and furniture. UEFA EURO 2016 organisers worked with GL Events to develop a targeted sustainability approach, including objectives on waste management, energy and water consumption, transport and responsible sourcing. GL Events also managed to secure ISO 20121 certification for the event.
 - ACCOMMODATION In cooperation with the organisers of UEFA EURO 2016, Kuoni, the tournament's official accommodation agency, produced a code of conduct for suppliers, including commitments on social responsibility and sustainability for all hotels. The code also provided guidance to suppliers on self-assessing their sustainability performance. In the run-up to the event, Kuoni surveyed accommodation providers to evaluate compliance with the code of conduct and identify sustainability practices in place. A best practice guide was also developed, showcasing hotels with cutting-edge sustainability practices and providing tips for increasing sustainability.

Environmental benefits

Green procurement helps lower the overall adverse environmental impacts of the event, it can also help prevent waste and ensure that what is distributed inside the event's site is reusable and recyclable.

As an example, the CO₂ emission factor is high for HFCs, and only a small amount has a large impact. HFCs are used as refrigerant in air conditioners. The procurement of devices for the Tokyo 2020 Games is going to be properly planned from the preparation phase to select devices with Non-fluorocarbon refrigerant (natural refrigerant). If used air conditioners must be removed, it must be done while properly implementing measures to prevent HFCs from leaking.

Economic benefits:

It pushes the demand for green products stimulating this market to grow.

Applicability and replicability potential

It is easily replicable.

1) **Source**

[Russia 2018 World Cup](#) (pp. 32 – 33)

[EXPO Milano 2015](#) (pp. 36 – 41)

[TOROC](#) (p. 36)

[Lincoln Financial Field](#) (p. 26)

[Greenbuild 2010](#) (p. 11)

[Éco-Communication ADEME](#) (pp. 6-27)

[IOC Sustainability Essentials](#) (pp. 49-50, 54)

[Tokyo 2020](#) (pp. 35-36, 90)

[Resource Efficient Scotland](#) (p.25)

[French Ministry of Sport Guidelines](#)

[Paris 2018](#)

[France Guidelines on Procurement](#)

[London 2012](#) (p.25)

[FIFA 2014](#) (p.36)

[GRI Events Organizers Supplement](#) (pp. 18-20)

[IOC Sustainability Criteria in 2026 Host Cities](#)

[UEFA EURO 2016](#) (pp. 32-33)