

# Guidelines

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## **for the Application of Responsible Public Procurement and Commissioning Carried out by the Public Administration and Local Authorities**

The Public Administration and local authorities commit to consider broader social, environmental, and regional economic impact in their commissioning. It shall strive to make use of its purchasing power, and maximally use its ability to select such products, services, and work, that have minimal impact on the environment; to contribute to the sustainability targets on the local, regional, national, and international levels; to reinforce social responsibility and introduce new, more sustainable manufacturing and consumption patterns; to instigate innovation and provide incentives to the industrial sector; and to develop products and services with minimal environmental impacts. The following guidelines shall be applied:

### **Guideline No. 1. During commissioning goods and services, the Public Administration and local authorities shall consider environmental aspects of the goods and services in question. Thereby it shall strive for:**

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- a. limited energy consumption;
- b. limited water consumption;
- c. limited raw material consumption;
- d. limited production of pollutants released into the air, water, and soil;
- e. limited waste production;
- f. limited carbon footprint.

Any goods and services acquired by the Public Administration always impact the environment: the manufacturing process, transport, use, and liquidation are related to the production of substances which get released into the air, the consumption of raw materials, energy, water, etc. By taking environmental aspects into account, it is possible to manage this impact so that "*the Public Authority bodies try to acquire products, services and work whose impact on the environment during their life cycle is smaller compared to products, services, and work with the same primary function but acquired in a different manner*"<sup>1</sup>. Environmental requirements applied by the Public Administration and local authorities in their commissioning should aim at attaining an equilibrium between environmental friendliness, affordability, and availability on the market.

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<sup>1</sup> KOM(2008) 400, p. 4.

**Guideline No. 2. In its commissioning, the Public Administration and local authorities consider social, i.e., broader social aspects related to any commissioned goods, services, and construction work. Thereby it shall strive for:**

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- a. support of the employment of persons disadvantaged on the labour market;
- b. support for education, practice, and re-qualification;
- c. support for decent working conditions and occupational safety;
- d. support access of social enterprises, small and medium-sized enterprises impacting local employment, to public procurement;
- e. support fair contractor relationships;
- f. respect for principles of ethical commissioning.

Contracting Authorities from the ranks of the Public Administration and local authorities require that support be provided during the implementation of performance purchased for public funds to employ persons disadvantaged on the labour market, to increase the qualification of such persons, and to provide decent working conditions throughout the supply chain. By supporting broader social aspects in its commissioning of goods, services, and construction work, the Public Administration and local authorities acting as Contracting Authority spend funds efficiently and thereby maximize the purchased value.

**Guideline No. 3. The Public Administration and local authorities practice efficient and transparent approach to commissioning of goods and services and thereby serve as an example to other institutions and entities both in the public and private sectors.<sup>2</sup>**

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The Public Administration and local authorities shall inform the public on their environmentally friendly and socially responsible behaviour and inspire and motivate the private sector, too. Making our own employees involved represents an inseparable part of such exemplary behaviour, along with securing the corresponding informedness and training in responsible behaviour, and providing motivation to take a proactive approach aimed at further development and reinforcing responsibility within the Public Administration.

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<sup>2</sup> The following methodologies are to be used to that end: Methodology for Environmentally Responsible Public Administration, Ministry of the Environment, Methodology for Socially Responsible Public Procurement, Ministry of Labour and Social Affairs, or methodologies utilized by the European Commission, or Ministry for Regional Development.