



Sustainable Public Procurement Criteria development Process

About this information sheet

The minister of Housing, Spatial Planning and the Environment (VROM) is responsible for the criteria for Sustainable Public Procurement. The Sustainable Public Procurement Programme Directorate (Dutch abbreviation PDI) within VROM will update the environmental criteria for a number of product groups from the beginning of 2010. PDI has given NL Agency the task of facilitating the update.

The process of developing Sustainable Public Procurement criteria has been modified on a number of points in response to recent experiences and signals from the field.

More intensive involvement of interested parties in the process of criteria development through establishing work groups. More transparency about the status of criteria development by reporting intermediate results on the website www.agentschapnl.nl/duurzaaminkopen.

- Modified assessment framework so that the criteria are more directed towards mutual cohesion, purposefulness, certain and significant environmental gain and less towards detail.
- The assessment framework refers, under H, explicitly to the six requirements the classification systems for sustainable public procurement should meet according to the Commission Legislative Burden for Businesses. The Commission stated these requirements in its Advice on Legislative Burden and Sustainable Public Procurement to the Minister of VROM of februari 9 2010.
- A processing time for the public process (to start of phase 4) of at most 6 months.

This information sheet describes the modified criteria development process. The appendix contains the modified assessment framework.

If there is partial updating or supplementation of the environmental criteria for product groups, there may also be a briefer process. In an occasional case, for very complex product groups, the process may be more extensive.

Phases in the process

The process of criteria development comprises five phases:

Phase 1. Initiation

PDI decides to develop new criteria or to update existing criteria for a product group.

NL Agency communicates this on the website www.agentschapnl.nl/duurzaaminkopen. All interested parties which have previously registered for this product group receive an email.

Phase 2. Development of draft criteria

NL Agency organises a public start-up meeting on behalf of PDI. In this, the process of criteria development to be followed, the assessment framework and the composition of a workgroup are discussed. Interested parties may indicate that they wish to participate in a workgroup until a few weeks after the meeting. NL Agency is secretary of the workgroup, and makes a proposal for a chairman (one of the parties involved). The workgroup receives the commission to prepare a draft criteria document which complies with the assessment framework.

The workgroup holds one or more workgroup meetings and discusses suggestions for criteria. The workgroup makes a supported and justified decision on which criteria will be included and which not. NL Agency then prepares a draft criteria document.

NL Agency publishes the report from the start-up meeting, the composition of the workgroup and the draft criteria document on the website. Moreover, NL Agency sends the draft criteria document by email to registered interested parties.

Phase 3. Development of concept criteria by public consultation

For four weeks, anyone may submit reactions to the draft criteria document by email. The workgroup assesses the reactions and decides on any modifications, whereafter the concept criteria document is prepared.

NL Agency publishes a report on the website. This report contains a summary of the reactions received (made anonymous) and a description of how these were dealt with in the concept criteria document. Moreover, NL Agency sends the concept criteria document to everyone who reacted during the consultation.

Phase 4. Assessment of the concept criteria document

The ministry of VROM assesses whether sufficient account has been taken in the concept criteria document of the aspects in the assessment framework (see appendix) and whether the process has been followed in the correct way. Where necessary, use is made of experts. The Sustainable Government Operations Programme Group (*Programmagroep Duurzame Bedrijfsvoering Overheden*), in which government bodies are jointly represented, also has a role in this.

Depending on the assessment results, the workgroup modifies the concept criteria document.

NL Agency describes the assessment results on its website.

Phase 5. Decision and publication of the criteria document

The minister of VROM makes a final decision about the criteria document. The minister may, based on reactions received, impose changes on the criteria document or refer back to an earlier phase in the process.

The definitive criteria document is published on behalf of the minister on www.agentschapNL.nl/duurzaaminkopen.

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