

Terms of Reference for the European Sustainable Procurement Campaign (Procura⁺)

§1 - Establishment of the campaign

1.1. ICLEI – Local Governments for Sustainability – has established a European regional campaign for sustainable public procurement, through decision by the Executive Committee at its meeting in Athens, Greece on 03 November 2003.

1.2. The European regional campaign shall have the name Procura⁺ Sustainable Procurement Campaign.

§ 2 – Management

The Procura⁺ Campaign is an activity managed by the ICLEI European Secretariat through Local Environmental Initiatives (LEI) Freiburg GmbH.

§3 – Purpose and aims

3.1. The Procura⁺ Sustainable Procurement Campaign aims at generating political awareness, building capacity, promoting the application of sustainable procurement policies and practices and lending technical support to public procurement officials, and evaluating progress toward sustainable development. Procura⁺ will contribute to cost-effective purchasing solutions for public authorities and establishing sustainable production and consumption patterns. By supporting the demand-side of the market it fosters the economical supply of increasingly environmentally friendly and socially accountable products and services.

3.2. For this purpose it brings together local governments and other public authorities that are committed to applying environmental, social and economic criteria in their purchasing policies and practices, develops common criteria for key products to be applied in purchasing, and promotes the distribution and attractiveness of preferable products through joint activities. A dialogue with product designers, producers and suppliers is aimed at.

§4 – Participants

4.1. Participation in the Procura⁺ Sustainable Procurement Campaign is open to ICLEI's member local authorities and associations, other local authorities and municipal associations, and other public authorities. In order to join the Campaign, the authority shall:

- a) submit an application signed by a senior officer or based on a decision to join by the political decision-making body;
- b) commit to targets that they have set themselves for making its purchasing more sustainable in at least one of the focal product groups of the campaign;
- c) complete, where possible, the milestone process of the campaign and report progress on sustainable procurement achievements to ICLEI on an annual basis using the Procurement Scorecard;
- d) send all tender documents to ICLEI for all 6 Procura⁺ product groups, which incorporate environmental and/or social requirements, and for one tender highlight the environmental and social criteria elements;

- e) to send one message per year to the BIG-Net mailing list with information on your sustainable procurement activities; and
- f) contribute an annual participation fee.

4.2. Each campaign participant nominates a representative (elected or appointed) to act as a contact person for the campaign.

§5 – Participation fee

5.1. Participants in the Campaign contribute to the administration and management of the Campaign by paying an annual management fee in Euro (€). Participation fees are separated into A) local government and B) national governments, universities, hospitals, schools and other public authorities

A) Local governments

Starting with the date of application local governments pay a yearly fee based upon:

- Population of the local government area
- Gross National Income per capita

B) National governments, universities, hospitals, schools and other public authorities

Starting with the date of application public authorities such as national governments, universities, hospitals, schools pay a yearly fee based upon:

- Number of employees

5.2. ICLEI members benefit from a fee reduction by 50%.

§6 – Campaign Participants' Meeting

6.1. The participants in the Campaign may hold Campaign Participants' Meetings. It may request actions from the Campaign Steering Group, the Secretary General, the Executive Committee or the Council Meeting of ICLEI. It may deal with:

- a) Principal political positioning of the Campaign;
- b) Terms of Reference of the Campaign, including fee structure;
- c) Nomination of Chair, Vice Chair and Steering Group members;
- d) Endorsement of the Advisory Group upon suggestion by the Steering Group;
- e) Endorsement of criteria for new product groups and changes to existing criteria as proposed by the Steering Group;
- f) Endorsement of Campaign methodology and tools upon suggestion by the Steering Group.

6.2. Regular Campaign Participants' Meeting shall take place at least once every two years. Special meetings may be convened by the Steering Group on request by at least five Campaign participants. Date and location are determined by the Steering Group.

6.3. Every campaign participant present at a Campaign Participants' Meeting has one vote and can assume up to two proxies from other campaign participants.

6.4. The nomination of Chair and Vice Chair shall take place by election of nominees from among representatives of campaign participants. If no candidate reaches the absolute majority of all votes in the first election round, the relative majority is sufficient in the second election round.

§7 – Campaign Steering Group

7.1. The Campaign Steering Group is a subsidiary body to the ICLEI Executive Committee. It consists of three up to four people. These are:

- (a) The Chair and/or Vice-Chair
(who may or may not be members of the ICLEI Executive Committee)
- (b) one ICLEI Executive Committee member (if not the Chair and/or Vice Chair are members of the ICLEI Executive Committee), and
- (c) the Campaign manager appointed by the ICLEI Secretary General or his regional representative (title may vary: Campaign Coordinator, Campaign Director etc).

7.2. The Steering Group will be chaired by the Chair of the Campaign.

7.3. The Campaign Steering Group serves as link between Campaign participants and ICLEI's bodies. It oversees the implementation of action requested by the Campaign Participants' Meeting. It advises the Campaign management.

7.4. Particular responsibilities of the Campaign Steering Group include:

- (a) proposing members of the Advisory Group and appointing them upon endorsement by the Campaign Participants' Meeting;
- (b) proposing rates to be applied to the calculation of the Campaign management fee to the General Manager, according to Article 5.2;
- (c) proposing changes in methodology and/or tools of the campaign if needed to ensure that the campaign fulfils its goals and approving the changes upon endorsement by the Campaign Participants' Meeting;
- (d) approval of changes in methodology and/or tools of the campaign or product criteria proposed by campaign participants to be presented at the Campaign Participants' Meeting for endorsement;
- (e) proposing criteria for new product groups and changes to existing criteria;
- (f) supporting the Campaign management in the implementation of the Campaign.

7.5. The Campaign Steering Group takes majority decisions.

§8 – Campaign Chair and Vice Chair

8.1 The Campaign Chair and Vice Chair represent the Campaign.

8.2 Campaign Chair and Vice Chair are appointed by the ICLEI Executive Committee upon nomination by the Campaign Participants' Meeting, and at least one of them shall represent an authority participating in the Campaign. The election of nominees is regulated by Article 6.4.

8.3 Responsibilities of the Chair include:

- a) Promotion of the Campaign vis-à-vis public authorities in Europe;
- b) Representation of Campaign toward international, European and national institutions;
- c) Review and approval of Campaign publications;
- d) Chairing of the Campaign Participants' Meeting and the Steering Committee;
- e) Coordination of the Campaign with the ICLEI Executive Committee.

8.4 The Vice Chair shall act on behalf of the Chair in case of the Chair's unavailability.

§9 – Campaign Advisory Group

9.1 The Steering Committee may establish a Campaign Advisory Group, which shall support the Campaign development.

9.2 The Campaign Advisory Group shall be composed of 10-20 individuals with proven expertise in the field of sustainable procurement; geographical and gender balance shall be considered. Candidates will be proposed by the Steering Group, which will appoint them upon endorsement by the Campaign Participants' Meeting.

9.3. The Steering Group will define the mandate and working procedures for the Campaign Advisory Group.

§10 - Temporary provisions

The first Campaign Participants' Meeting shall be held within the first six months of the year 2004.

Until the ICLEI Executive Committee appoints the Campaign Chair and Vice Chair according to Article 8.2, the Chair of the „Buy it Green“-Network of Municipal Purchasers in Europe (BIG-Net) shall be asked to assume this function.

§11 – Arbitration

The ICLEI Management Committee shall serve as a body for arbitration to resolve conflicts between the bodies of the Campaign, or between bodies of the Campaign and bodies of ICLEI.

Established through approval by the ICLEI Executive Committee at its session in Seoul, Republic of Korea on 29 March 2004

Mr. David Cadman, ICLEI President