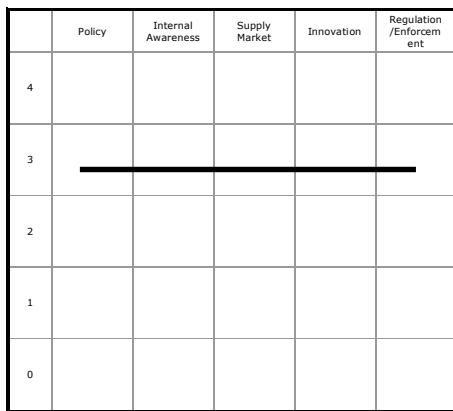


Organisational Status Assessment (on energy-efficient procurement)

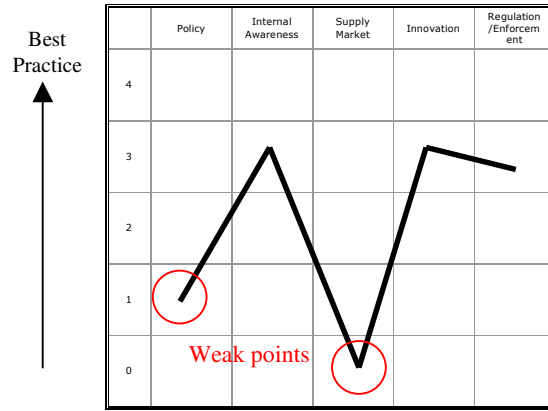
To identify the status, which the implementation of your energy-efficient procurement policy is in, this guide suggests you to follow the following procedure using the matrix in the next page:

- Review each column of the matrix, one at a time, and mark the place in each column which best describes your organisation’s current situation. This part can be done by one person only. If different departments are responsible for different areas affected, ensure that all are given the opportunity to complete the matrix. This will help determine what others think are the strengths and weaknesses of your implementation plan. If you involve several people in your organisation, you will need to make further copies of the matrix and ask the stakeholders to complete the matrix in the above-named way. Afterwards, compare the matrixes collated and merge the results into only one matrix.
- Join up the marks to produce a graph line to create your Organisation Profile. This line indicates how balanced the different aspects of the implementation of your policy are across your organisation and which are your strong and weak points.

Balanced Profile



Unbalanced Profile



- Once the status is recorded, go to section 1 and 2 to find measures to improve the weak points identified.
- Include those actions suggested in the revision of your action plan and give them priority over other aspects by allocating more resources to them.

The eventual aim is to move your organisation up through the levels towards ‘best practice’ performance whilst aiming for balance across the columns.

The Organisational Assessment Matrix can be found in the next page:

The DEEP Toolkit. TOOL 1.b: Energy Efficient Procurement Policy Guide – Organisational Matrix

level	Energy-efficient (EE) policy	Products and services	Implementation	Supporting mechanisms	Information, communication and training	Monitoring and reviewing	Suppliers
4	Policy in place, action plan and regular review with top management commitment	Targets and actions set, EE criteria and recommendations developed for all products, services and works and systematic implementation	An implementation team is appointed and operational, regular energy audits are carried out and EE procurement is fully integrated into other municipal systems (e.g. electronic procurement, EMAS...)	Organisational needs assessed, and a range of supporting mechanisms adopted and being implemented on a systematic basis	Regular formal and informal programmes of training, awareness raising and provision of information on energy efficiency at all levels	Internal systems, indicators and contract monitoring in place and fully operational Development of annual reports	Regular formal programmes of supply chain management to improve energy efficiency performance of products and services
3	Formal policy, active senior management commitment but no action plan or targets set OR Formal policy, action plan and targets but no top management commitment	Targets and actions set and EE criteria developed for most products, services and works but no systematic implementation	Implementation team constituted with all affected departments represented, energy audits carried in a few buildings and sectors and integration of EE in other systems foreseen	Organisational needs assessed, supporting mechanisms developed but not yet implemented and used systematically	Programme of staff awareness, training and provision of information but no active, regular implementation/ Some irregular publicity campaigns to the public in general	Internal systems and contract monitoring in place but no active, regular enforcement taking place	Programme of supply chain management but no active commitment
2	Unadopted policy set by manager but no commitment from top management	Targets and actions set but no further recommendations or criteria developed	An implementation team appointed but some affected departments are not represented, leading to an irregular implementation of EE measures	Organisational needs have been assessed and supporting mechanisms (such as standard technical specifications) being developed but not yet implemented	Some ad hoc staff awareness training and provision of information / none or few external promotion	Some ad hoc enforcement on certain products but no formalised systems or monitoring. No track on energy and economic savings	Some ad hoc working with suppliers on energy efficiency performance of products and services
1		Targets set for products, services and works but no action described in the action plan	Some ad hoc implementation on the basis of individual interest	Some supporting mechanisms in place but no real needs assessment carried out	Informal contact between colleagues used to raise awareness on the basis of individual interest	Guidelines on monitoring actions but no written regulations for enforcement	Informal contact with suppliers on energy efficiency performance
0		No products, services or works objective targets set in the policy nor in the action plan	EE opportunities are not identified nor supported in procurement process nor in management	No mechanisms in place to support EE procurement	No promotion of EE policy either internally nor externally	No information systems No accounting systems or contract monitoring measures in place	No liaison/ formal contact with suppliers