



Città metropolitana  
di Roma Capitale

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# SPP Monitoring in Rome: how to make reporting simple and “force” buyers to comply with GPP criteria

**WEBINAR - Wednesday 11 May, 14.00**

**Department IV – Environmental Protection and Enhancement Office**

**Direction Office «Promoting Sustainable Development»**

**Director Dott. Maria Zagari**





## The institution Metropolitan City of Rome Capital

The **Metropolitan City of Rome Capital** is a **local government authority**, established by national Law n.56/2014, that replaced the former Province of Rome in January 2015. The Metropolitan City represents **121 municipalities** (Rome included).

Administrative functions, for the entire metropolitan area, concern different sectors, such as: vocational training and employment, road networks and transport, land use planning, protection and enhancement of environment, secondary school maintenance.



## The local strategy

**DGP n. 8/01 - 2008 “Green Purchasing Action Plan of the Province of Rome”** - the Metropolitan City studied a way to rationalize its requirements, evaluate actions, priorities and timing for the identification and acquisition of products and services with low environmental impact.

**DGP n. 973/2008 - “Greener events Guide to reducing the environmental impacts of conferences and seminars»** - it was approved to reduce the environmental impacts of conferences and seminars



## DEVELOPING THE OPERATIONAL PLAN

### From February 2009:

- Internal directive on green purchasing (furniture, paper, prints, toner, multifunction printers)

### Creation of Green Purchasing Workgroup

- Direction Office for Promoting Sustainable Development
- General Direction for Purchasing
- Office for Electronic Informative Systems
- Department for School Services



# Metropolitan City Action Plan for Green Purchasing

approved with Council Resolution n. 269/15 of 06.05.09

- objectives of the GPP Action Plan and the ecological criteria for some goods and services;
- organizational structure for Plan's execution and diffusion;
- **monitoring;**
- scenarios and future steps and initiatives.



## GPP MONITORING SYSTEM PLAN

- ❑ Sheets for the achievement of the GPP objectives, approved by National Green Purchasing Workgroup were transformed into spreadsheets for convenience of calculation;
- ❑ GPP coordination Office, supported by the working group, annually draws up a report starting from the received sheets, and transmits the results through various communication channels (web site, workshops, internal meetings)



## MONITORING

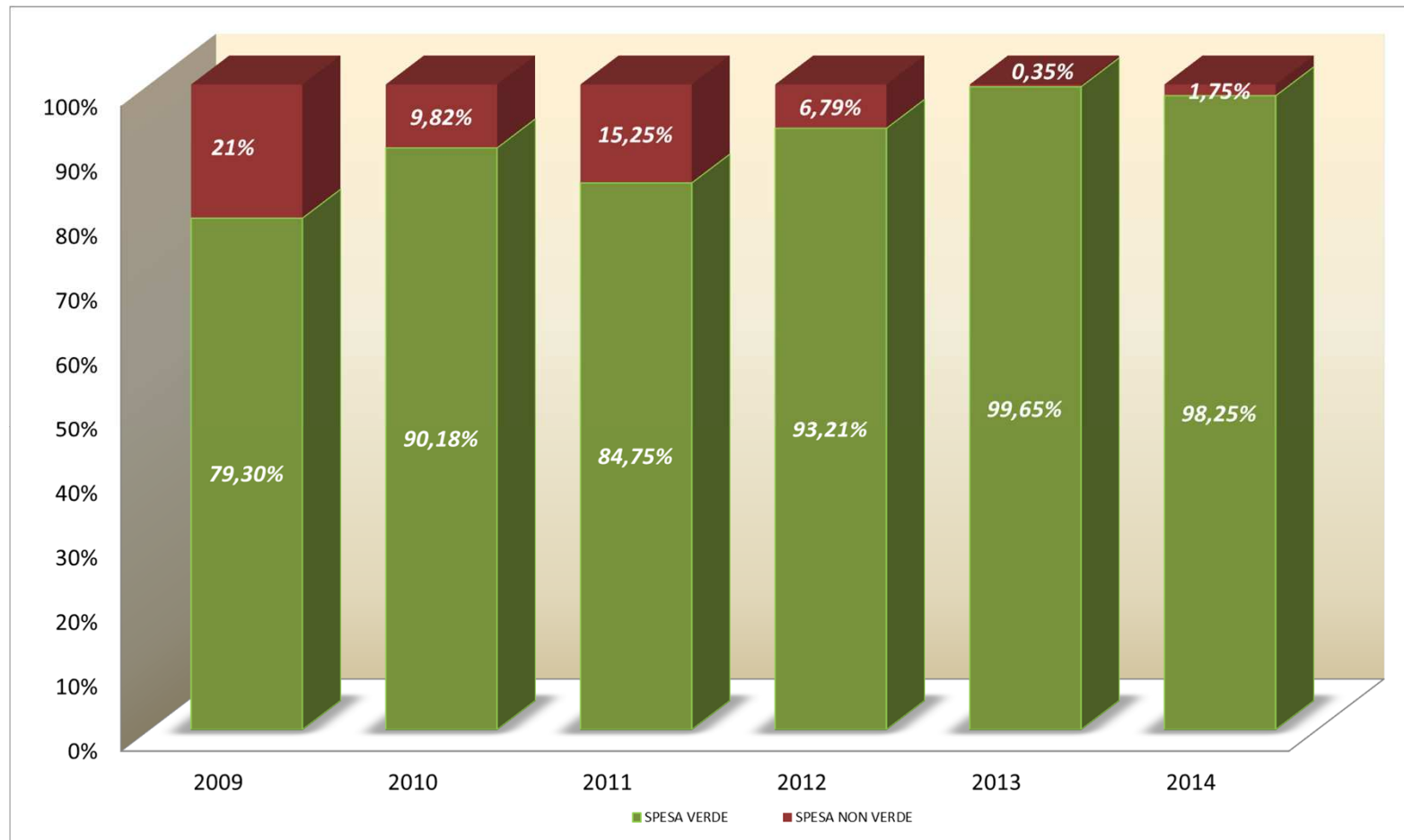
- ❑ Data sheets are filled out by each Service/Department, for each green purchase of goods and services and sent to the GPP Coordination Office, within one month following the awarding of the contract.

The GPP coordination office elaborates GPP annual reports.



## Monitoring results – 2009/2014

(Green purchasing/total purchasing)







## Monitoring results – CO2 saving





## Critical points of Monitoring process

The manual data collection, adopted for the first draft of GPP Plan, has some weak points:

- Timing
- Completeness of data
- Environmental requirements of purchases (departments often do not send to GPP office technical documentation for check)



## GPP PLAN UPDATE OPERATIONAL STEPS:

Following act n. 269/15 del 06/05/2009 - Approval of “Province of Rome Green Purchasing Action Plan”

**an updated plan was approved in 2014**

(Special Commissioner Act n.7/b del 17/01/2014)

“Province of Rome Green Purchasing Action Plan and **creation of a reserved area dedicated to GPP** in the Information System for Decrees”



## Law n.221 - 28/12/2015

**"Regulations on environmental matter to promote Green Economy measures and reduce the overuse of natural resources"**

## D.lgs 50 – 18/04/2016

**«new procurement code»**

The law compels PAs to introduce C.A.M (minimum environmental criteria) approved by the Environmental Ministry in public procurement documents.



## Implementation of the new monitoring system

Metropolitan City has a digital system gathering all decrees (S.I.D)., allowing contracts and legal acts dematerialization.



The new monitoring system is based on this digital system. Departments are compelled to include environmental criteria in the digital system.



Apri menu | Chiudi menu

- SPESA
  - ANTICIPAZIONE
    - Anticipazione Economale
  - FORNITURA
    - Contabile senza storri
    - Generica Cont. senza rif...**
    - Generica
    - Fornitura
  - INCENTIVI
    - Incentivi
  - CONTRIBUTI
    - Contributi
- RICERCA

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Verifica 50% Prenotato/Impegnato

**Apri Menu Servizi**

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Uscita

Home

Cambio Cdr

Lista Generale DD Riorganizzazione Dipartimentale

Allegato Trasparenza

**Allegato Cat. Merceologiche G.P.P.**

tipo Determinazione Selezionata: Generica Cont. senza rif. cont.

faq

1 - Frontespizio \ Premessa    2 - Riferimenti contabili    3 - Sezione Dispositivo

Riferimento altra Determinazione / Movimenti esistenti

Determina di prenotazione     Determina di impegno

E - Mail: \* p.giancotti@cittametropolitana @cittametropolitanaroma.gov.it

Resp. Istruttoria:

Resp. Procedimento: \* Patrizia Giancotti

Tipo Affidamento: [Nessuno]

Cod. CIA:

Cod. CUP:

Cat. Merceologiche: SI  NO  **Apri Elenco Cat. Merceologiche**

Oggetto: \* Fornitura di energia elettrica da fonti rinnovabili

Carattere: 51 di 800

Premesso \ Considerato **Apri Sezione**

Prosegui    Annulla

Select the option related to GPP purchasing

GPP product groups Attachment





ALLEGATO 1 - Scegliere l'opzione SI se l'acquisto è relativo (anche solo in parte) ad una delle seguenti categorie merceologiche:

MACRO-CATEGORIA	CATEGORIA
ARREDI (sedie, tavoli, cassettiere, armadi, scaffali, poltrone, appendiabiti, altro )	Arredi per ufficio
	Arredi scolastici
	Arredi per altri usi (centri per l'impiego, sale comuni, aule formative, ...)
CARTA E CANCELLERIA - SERVIZIO CENTRO STAMPA	Carta
	Stampati
	Editoria
	Cancelleria (matite, penne, cartelline, altro)
SERVIZI ENERGETICI	Fornitura di energia elettrica
	Servizio di illuminazione pubblica
	Lampade
	Climatizzatori
	Servizio di riscaldamento/raffrescamento
	Altro
PRODOTTI IT	Personal Computer/Computer portatili
	Monitor
	Stampanti
	Apparecchiature multifunzione
	Cartucce toner
	Telefoni cellulari
	Scanner
	Altro
PRODOTTI TESSILI E CALZATURE	DPI
	Uniformi
	Calzature

Option  
related to  
GPP  
purchasing





## New monitoring system implementation

The administrative procedure is concluded when the Decree is enforceable, i.e. is published in the Official Journal.

The “GPP Product Groups Attachment” is essential to make the act enforceable.

If the attachment is not completed the purchasing procedure can't be concluded.





Apri menu | Chiudi menu

- SPESA
  - ANTICIPAZIONE
    - Anticipazione Economale
  - FORNITURA
    - Contabile senza storni
    - Generica Cont. senza rif...
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  - INCENTIVI
    - Incentivi
  - CONTRIBUTI
    - Contributi
- RICERCA

Verifica 50% Prenotato/Impegnato

Apri Menu Servizi

Uscita

Home

Cambio Cdr

Lista Generale DD Riorganizzazione Dipartimentale

Allegato Trasparenza

Allegato Cat. Merceologiche G.P.P.

Ricerca Allegati G.P.P.

Gestione Dati G.P.P.:

Macro Categoria: Servizi Energetici

Categoria: Fornitura di Energia Elettrica

Quantità: 20000 *kwh/anno*

Quantità G.P.P.: 15000 *kwh/anno*

Tot. €:



× P.P.:

Anno:

Descrizione:

Salva Dati

Torna Indietro

Anno: 2016

Macro Categoria: Carta e Cancelleria - Servizio Stampa

Categoria: Carta

Quantità: a consumo

Quantità G.P.P. tutta

. Euro: 20.000,00

Tot. Euro G.P.P. 20.000,00

GPP product groups Attachment





Apri menu | Chiudi menu

- SPESA
- RICERCA
- Ricerca Determinazione

Verifica 50% Prenotato/Impegnato

Apri Menu Servizi

Uscita

Home

Cambio Cdr

Lista Generale DD Riorganizzazione Dipartimentale

Allegato Trasparenza

Allegato Cat. Merceologiche G.P.P.

Cambia Password

Help

F.A.Q.

## Ricerca Allegati G.P.P.

### Gestione Dati G.P.P.:

Macro Categoria:

Categoria:

Quantità:

Tot. €:

Tot. € G.P.P.:

Anno:

Descrizione:

Salva Dati

Torna Indietro

- [Selezionare la Macro Categoria...]
- Arredi
- Carta e Cancelleria - Servizio Stampa
- Edilizia e Strade
- Gadget e Materiale Promozionale
- Organizzazione Eventi
- Prodotti IT
- Prodotti Tessili e Calzature
- Ristorazione
- Servizi di Gestione degli Edifici
- Servizi Energetici
- Trasporti

Anno: 2016

Macro Categoria: *Carta e Cancelleria - Servizio Stampa*

Categoria: *Carta*

Quantità: *a consumo*

Quantità G.P.P. *tutta*

Tot. Euro: *20.000,00*

Tot. Euro G.P.P. *20.000,00*





Apri menu | Chiudi menu

- SPESA
- RICERCA
- Ricerca Determinazione

Verifica 50%  
Prenotato/Impegnato

Apri Menu Servizi

Uscita

Home

Cambio Cdr

Lista Generale DD Riorganizzazione  
Dipartimentale

Allegato Trasparenza

Allegato Cat. Merceologiche G.P.P.

Cambia Password

Help

F.A.Q.

Ricerca Allegati G.P.P.

### Gestione Dati G.P.P.:

Macro Categoria:

Categoria:   
Stampati  
Editoria  
Cancelleria [matite, penne, cartelline, altro]

Quantità:   
Quantità G.P.P.:

Tot. €:   
Tot. € G.P.P.:

Anno:

Descrizione:

Anno: 2016

Macro Categoria: *Carta e Cancelleria - Servizio  
Stampa*

Categoria: *Carta*

Quantità: *a consumo*

Quantità G.P.P.: *tutta*

Tot. Euro: *20.000,00*

Tot. Euro G.P.P.: *20.000,00*





## New monitoring system Implementation

The SID system is managed by the Accounts Department, who checks the input of accounting and regulatory issues.

The Accounts Department will carry out a first level control on the formal accuracy of environmental criteria.

The GPP coordination office can check at any time the elaboration of decrees on the digital system.

In order to support all the staff responsible for purchasing and the Accounts Department, we are organizing training courses on the new functions related to GPP monitoring system.



## New monitoring system Implementation

The new system allows to:

- **Realize** sample checks on the input of technical requirements;
- **Provide** offices with assistance through a telephone **helpdesk** (by our Office and by the SID Office), an updated **online library** containing laws and regulations and a supporting **guide**;
- **Give Support** on how to check GPP products, especially when there is no official label;
- **Obtain** real-time reports according to several parameters/criteria (year, amount, department, awarding procedure, product group)



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## New monitoring system Implementation

**Simplify to obtain a more efficient and measurable result**

**Thank for your attention**

**Patrizia Giancotti**

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