



## XV Decrees and internal instructions

Below you will find the most important Government measures, instructions to services and institutional declarations passed up until 2006 in the internal greening process of Barcelona City Council:

- Government measure on the greening of local services
- Instruction issued by the Mayor's Office concerning the rational, efficient use of air conditioning in summer
- Guideline for Services: The use of recycled paper
- Guideline for Services: e-Christmas cards
- Fair Trade Institutional Declaration
- Decree of Responsible Policy on the Procurement of Timber
- Government measure on the greening of local authority contracts

Updated regulations as well as the individual specifications in social, ethical or environmental criteria can be found at

→[www.bcn.cat/agenda21/ajuntamentsostenible](http://www.bcn.cat/agenda21/ajuntamentsostenible)



## GOVERNMENT MEASURE ON THE GREENING OF LOCAL AUTHORITY SERVICES

In 1995, the city of Barcelona signed the Charter of Aalborg, a commitment to the sustainable development of European cities, in accordance with the guidelines of the United Nations Summit of 1992. The aim is to promote a new development model based on satisfying present needs without compromising the capacity of future generations. A model that must be based on a different relationship with natural resources, which must preserve nature, a model that improves environmental quality and shares more fairly the use and benefits of resources.

In the transition towards sustainability, public authorities have one major responsibility: that of promoting policies and programmes that respond to the principles of sustainable development. One such policy is **the greening of public administration itself, that is to say, the introduction of environmental parameters throughout local actions.**

This greening strategy is important for two reasons: **First, due to the importance of the public sector in the economy.** The European Union estimates that the public sector's contracting power represents 14% of the GDP of Europe, a large group of consumers with a great ability to stimulate the supply of more sustainable products and services. Public demand may condition and help with the creation, improvement and generalisation of cleaner, less pollutant and fairer products, technologies and services.

Second, the public administration must set an example. Political legitimacy is also measured –with regard to sustainability– by the environmental coherence of our actions and organisations. At times when the promotion of Local Agendas 21 require widespread civic participation and commitment, the City Council –as the local administration– especially must improve its environmental practice.

In recent years, a great many actions have been carried out to improve the local authority's environmental coherence: from the incorporation of solar energy systems in several local authority buildings and other energy saving measures to the introduction of environmental parameters to different

Sets of Specifications (cleaning subcontractor, noise-reducing road surfacing, computer equipment subcontractor, shelters.....), or information and awareness campaigns for local authority staff, such as the Green Office Guide, are a few examples of this.

With a desire to advance more decidedly in this direction, Barcelona City Council, within the framework of the process of the drafting of Agenda 21 Barcelona, agreed to the following

### GOVERNMENT MEASURE

- 1. To promote the greening of local authority services and, especially, of local offices and facilities in so far as the use of more efficient, more environmentally friendly products and services (paper, office supplies, computer equipment.....),** as well as promoting the efficient use of resources and their reuse or recycling (collection of paper, toner, batteries....).
- 2. To introduce environmental parameters to public procurement contracts, in such a way that, within the framework of the possibilities offered** by current legislation and European directives concerning this, the environmental quality of the contracted products or services must be valued besides the other economic or technical specifications that are at play.
- 3. To constitute a Technical Committee** to promote the enforcement of such actions, as internal rules –instructions to services–, in the deployment of circuits and in advice and support for green local public procurement. **The Committee will be made up of members of staff from General Services, the Maintenance and Services Sector and by the Legal Services Office.** It will draft an annual report to account for the action taken and the results achieved.
- 4. To create the “Green Office” programme in order to supply information and advice to local authority offices** in the field of such actions through training courses, Intranet, guides and other appropriate materials. This programme shall be attached to the Maintenance and Services Sector's Environmental Education Office.

Barcelona, November 2001.



## INSTRUCTION ISSUED BY THE MAYOR'S OFFICE CONCERNING THE RATIONAL, EFFICIENT USE OF AIR CONDITIONING IN SUMMER

**Heating and cooling counts for a third of all office energy consumption over a year. In summer, air conditioning may account for 50% of all electricity consumed. A decrease in temperature inside using air conditioning means an 8% increase in energy (and economic) consumption and the associated CO2 emissions.**

For this reason, and in order to introduce good environmental practices to the local authorities to help reduce the impact we generate and promote positive examples in our surroundings, the following Guideline for Services was dictated, for adoption by those in charge of local office and services.

1. The rational use of air conditioning will be imposed throughout local government offices. First of all, use it only when necessary and secondly, regulate the temperature of the apparatus properly. A temperature difference of 5°C between outdoors and in is usually sufficient to achieve a comfortable temperature. Therefore, the comfort temperature indoors in summer should not be lower than 24°C. Using air conditioning at a high cooling setting not only means wasting energy but may bring about discomfort and negative contrast between the temperature inside and out.
2. To help achieve this rational, efficient use of energy in general and of heating and cooling systems in particular, the following recommendations should be borne in mind:
  - Air the rooms first thing in the morning, when the temperature is lowest, for 5-10 minutes to renew the air.
  - Keep the windows closed while the air conditioning is on.
  - Use solar protection (blinds, curtains...) during the hours of greatest sunlight, but so that natural light can still enter the office.
  - Ensure the air conditioning apparatus are well serviced before making use of them since otherwise problems such as allergies or disorders of the respiratory system may occur.

Barcelona, July 2005.

## GUIDELINE FOR SERVICES: E-CHRISTMAS CARDS

**Barcelona City Council, in accordance with the aims of Agenda 21 Barcelona, is promoting the process of the greening of local authority services. One concrete line of action is the policy to reduce the consumption of paper and promote the use of recycled paper, in order to help the rational and efficient consumption of natural resources.**

For this reason, and with Christmas festivities on the horizon, the following Guideline for Services has been dictated..

Barcelona, November 2004.

1. The different local authority offices who wish to send out Christmas cards shall in preference use e-Christmas cards, as they have the same effect but mean saving paper and money. In addition, and in accordance with Municipal Computing Institute recommendations, this will also avoid the mass, indiscriminate distribution of such greetings. Those offices which so desire may adapt and use the e-greeting which will be available on the local website ([www.bcn.es/agenda21/oficinaverda](http://www.bcn.es/agenda21/oficinaverda)).
2. When circumstances can be justified, local authority services that wish to send out printed greetings shall do so on 100% recycled paper, in accordance with the Mayoral Decree of 22 March 2002 (exp 137/2002), and preferably in collaboration with a social or development cooperation NGO (Intermon-OXFAM, UNICEF, Coperacció, etc.) that promote such products.



## GUIDELINE FOR SERVICES: THE USE OF RECYCLED PAPER

Barcelona City Council promotes sustainability policies based on the more efficient use of natural resources and an improvement in environmental quality. The commitment by the local government to the protection of the environment, within the framework of Local Agenda 21 currently being drafted, is expressed in the different policies adopted and also through the internal running of the local organisation, which must be increasingly more coherent and exemplary as regards good environmental practices. In this context, the use of recycled paper is paramount, because paper has been and still is the traditional work and communications medium in the administration.

Given the environmental benefits of using recycled paper, given its economic advantages and bearing in mind the European Union's recommendations and Barcelona City Council's commitment to the environment, the following Guideline for Services is dictated with the aim of progressively favouring the use of recycled paper at local authority offices, in accordance with the criteria specified.

### Mayoral Decree

1. Paper in reams for photocopiers, printers, fax machines and hand written documents and continuous paper for printers shall be recycled. Exempt from this requisite are documents that are to be transferred to the municipal archives for permanent conservation (definitive dossiers, certain kinds of report, studies...), in accordance with the criteria which will progressively be drafted and disseminated by the Document Selection and Elimination Commission - Comissió de Tria i Eliminació de Documents. In these cases —as a result of technical reasons and not aesthetics— non-recycled ECF paper may be used (dye-free).
2. For short-life office supplies, such as notepads, notebooks, diaries... only (whenever possible, unbleached) recycled paper products may be used.
3. For printed products of everyday use (business cards, envelopes, files) with the municipal logo, only 100% recycled paper will be used.
4. At the same time, we recommend rational use of paper in general, by means of criteria on saving, reuse and later recycling following guidelines of the Green Office, as well as the use of electronic means whenever possible.

Barcelona, 22 March 2002.

## INSTITUTIONAL FAIR TRADE DECLARATION

At the Plenary Session of the Local Council, held on 22 November 2002, the following agreement was passed:

1. To promote and stimulate the use fair trade products at local authority offices. Given the importance of coffee in this project, special emphasis will be placed on the availability, whenever possible, of fair trade coffee-based drinks in automatic vending machines at local authority offices and facilities. The progressive inclusion of other fair trade, charitable —food and non-food— products will also be studied as well as the introduction of this parameter to the public procurement specifications, in order to improve social and environmental conditions.
2. To carry out an information and awareness campaign addressed to local authority staff, in collaboration with non-governmental organisations encouraging this initiative of fair trade and solidarity so as to disseminate the aims, benefits and results thereof.
3. To constitute a technical work Committee, made up of the Participation Services Director, the director of Cooperation, by the Mayor's Commissioner for the Barcelona Solidarity Programme, by the director of Environmental Education, by the director of Heritage Management Services, by the director of Economic Administration and by a representative of the local Legal Services in order to boost the start-up of pertinent actions and activities and draft an annual management report with the results achieved.

Certified by the secretary general of Barcelona City Council, 2 December 2002.



## DECREE OF RESPONSIBLE POLICY ON THE PROCUREMENT OF TIMBER

1. The City Council will promote the acquisition of timber certified with the most demanding requirements possible. For this reason, forest certification will be required, which shall be issued by an independent body —enterprise or auditing company— accredited by the forest certifications system.

The criteria, which, depending on their origin, these forest certification systems consider are: the protection of biodiversity, including the conservation of primary forests and/or forests of conservational interest; long-term forest management; the chain of custody that guarantees that the end products have been made with certified timber; the recognition of the rights of indigenous peoples and their lifestyle; an improvement in the working and social conditions of the workers and local communities, and participation and consensus with non-governmental organisations.

2. . In public municipal procurement, an order to preference of certificates and accreditation documents will be established and priority will be given to those that offer the most information as to the product's environmental characteristics, its sustainability in production and extraction as well as the social criteria required in the certification process. The order of preference will be more or less:
  - a. Timber or wood products with an FSC stamp or equivalent certifications.
  - b. Other national or regional forest management certificates issued by an independent third party (PEFC, Blue Angel, DGQA or equivalent).
  - c. Documents that accredit that the timber or wood products come from enterprises that are committed to sustainable forest management through alliances and collaborating with NGOs and which progress towards forest management certification. In this case, a description is required of the steps underway.
  - d. In any case, a certificate of origin will be essential in order to guarantee that materials do not come from countries in conflict. Also, everything possible shall be done to ensure that timber does not come from the illegal felling of trees.

In 2004, as documentary proof, bidders that are seeking forest certification will be able to provide a copy of the request for inclusion in one of the named certification systems so that their compliance with the aforementioned requirements may be considered.

3. Using forest resources more sustainably requires the reuse of raw materials coming from recycling processes, such as in the case of paper. For the assessment of offers to supply paper in reams, the order of preference when evaluating offers will be more or less:

### Recycled paper:

- a. Blue Angel, DGQA or equivalent certified recycled paper.
- b. Recycled paper with certificates from other non-official bodies.

### Non-recycled paper:

- a. Paper with the FSC stamp.
  - b. Paper with the White Swan, DGQA or equivalent stamps.
4. A work committee is created to make an inventory of the procurements made and to follow up the application of the Decree, made up of representatives of the Parks and Gardens Municipal Institute, the Urban Services and the Environment sector, the Town Planning sector, the Municipal Institute of Funeral Services and the General Services sector, as well as representatives of the districts and other local authority enterprises. This committee will be coordinated by the director of Environmental Education and Participation.

Signed by the manager of the Urban Services and the Environment sector of Barcelona City Council on 16 July 2004.

Signed by the secretary general of Barcelona City Council on 23 July 2004.



## GOVERNMENT MEASURE ON THE GREENING OF LOCAL AUTHORITY CONTRACTS

In 1995, the city of Barcelona signed the Charter of Aalborg, a commitment to the sustainable development of European cities, in accordance with the guidelines of the United Nations Summit of 1992. The aim is to promote a new development model based on satisfying present needs without compromising the capacity of future generations. A model that must be based on a different relationship with natural resources, which must preserve nature, a model that improves environmental quality and shares more fairly the use and benefits of resources.

In the transition towards sustainability, public authorities have one major responsibility: that of promoting policies and programmes that respond to the principles of sustainable development. One such policy is the **greening of public administration itself, that is to say, the introduction of environmental parameters throughout local actions.**

This greening strategy is important for three reasons. First, **to reduce the environmental impact of public activities**, improving the quality of local and global living. Second, because of the **importance of the public sector in the economy**. Public demand may condition and help with the creation, improvement and generalisation of cleaner, less pollutant and fairer products, technologies and services. Third, the public administration must set an example. Political legitimacy is also measured –with regard to sustainability – by the environmental coherence of our actions and organisations.

In 2001, a pioneer Government Measure was passed in this field, the result of which is the Green Office Programme –for the improvement of internal circuits, such as the use of recycled paper, internal selective waste collection, the introduction of fair trade products, etc.- and also a great many actions to improve the local authority's environmental coherence: from the incorporation of solar energy systems in several local authority buildings, the introduction of environmental parameters to different Sets of Specifications (cleaning subcontractor, computer equipment subcontractor, shelters.....), the procurement of certified timber, etc.

On the basis of this positive experience –which has been a referent for the whole of the state- and with a desire to advance more decidedly in this direction, Barcelona City Council, within the framework of the process of the drafting of Agenda 21 Barcelona, agreed to the following government measure:

- 1. To generalise the greening of local authority contracts, by means of the introduction of environmental clauses to the municipal contract Type Guidelines for public procurement (works, services and supplies)**, in such a way that, within the framework of the possibilities offered by current legislation and European directives concerning this, the environmental quality of the contracted products or services must be valued besides the other economic or technical specifications that are at play. Local authority offices and services will be encouraged to study the best way to adapt these criteria in each case, according to the nature and characteristics of the contracts, so that they will contribute an added benefit to the protection of the environment.
- 2. To increase specific training activities on the inclusion of environmental aspects in public procurement**, addressed to those in charge of managing and performing procurement, as was already initiated through the collaboration between Human Resources Management and the Urban Services and the Environment Sector.
- 3. Increasing specific information** on such aspects via the Green Office website and the Environmental Education Guides aimed at local authority workers and offering an internal technical advisory service in order to deal with specific queries which, because of their novel character or their very nature, require specialised knowledge.
- 4. Elaborating an information booklet aimed at suppliers and companies**, in order to convey and disseminate the local authority's sustainable procurement policy.
- 5. Commissioning the Municipal Agenda 21 Committee with the elaboration of an annual Report** assessing the activities along these lines (number of contracts with environmental clauses, characteristics and relative weight, results, etc.).