



2006

# +Sustainable City Council

30 Environmental  
education guides



Ajuntament de Barcelona



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In 2002, the city of Barcelona passed Agenda 21, citizens' commitment to sustainability, in accordance with the guidelines of the United Nations Summit of 1992. The aim is to promote a new model of development based on satisfying present needs without compromising the capacity of future generations. It is a model that must be based on a different relationship with natural resources, which must preserve nature, one which improves environmental quality and more evenly shares the use and benefits of resources.

In the process of transition towards sustainability, public authorities have a major responsibility: they must promote policies and programmes that respond to the principles of sustainable development. One such policy is that of the greening of the public authorities themselves, that is to say, the introduction of environmental parameters to local actions across the board.

This is an important strategy in order to reduce the environmental impact caused by public activity, to provide an incentive for sustainable production —that is to say, cleaner, more equitable products, technologies and services, — using the potential of public bodies as responsible consumers and also their role in leading by example. Political legitimacy is also measured —when dealing with sustainability— by the environmental coherence of our actions and organisations.

In recent years, spurred on by the Green Office Programme, Barcelona City Council has introduced changes along these lines, changes that lead to improving internal circuits such as the use of recycled paper, internal selective waste collection, the introduction of fair trade products, among others, as well as changes in public municipal procurement, which has incorporated environmental and social clauses and criteria (use of renewable energy, ecological products, minimising waste, ethical procurement, among others).

On the basis of this positive experience —which has acted as a point of reference for the whole of the state— Barcelona City Council, within the framework of Barcelona's Agenda 21, is now promoting the +Sustainable City Council Programme, in an attempt to spread the incorporation of good environmental and social practices throughout the organisation. The guidebook we present today is a collection of guidelines, advice and useful information for all local workers in order to actively involve everyone in achieving an increasingly more sustainable city council.



Jordi Hereu  
Mayor of  
Barcelona



Imma Mayol  
Third  
Deputy Mayor





# | A more sustainable city council

- It actively contributes to reducing CO<sub>2</sub> emissions
- It consumes less water and reduces waste production
- It promotes social and sustainable economy
- It seeks to not procure products that give rise to social injustice, such as child labour
- It develops a socially responsible and environmentally friendly organisational culture
- It conveys its aims to enterprise, bodies and the citizens

Who are the protagonists? ↓





## Why boost sustainable procurement from the City Council?

Public authorities, which often call for the involvement of the productive sectors and citizens in taking care of the environment and making our city more sustainable, play an important role in leading by example, both in so far as the field of environmental quality as well as the social area. Leading the way in greening processes and fomenting a demand for ecologically friendlier and socially fairer products and services is part of a shared strategy in order to preserve the planet today and in the future. These are the reasons why sustainable procurement is being promoted by the City Council.

### What is sustainable procurement in the local context?

- The procurement of products, such as paper, vehicles, work clothes, timber
- The contracting of services, such as street cleaning, the management of facilities
- The maintenance of public property and services (buildings, urban furniture...)
- The contracting of building or renovation works
- The organisation of specific events such as fiestas of the city

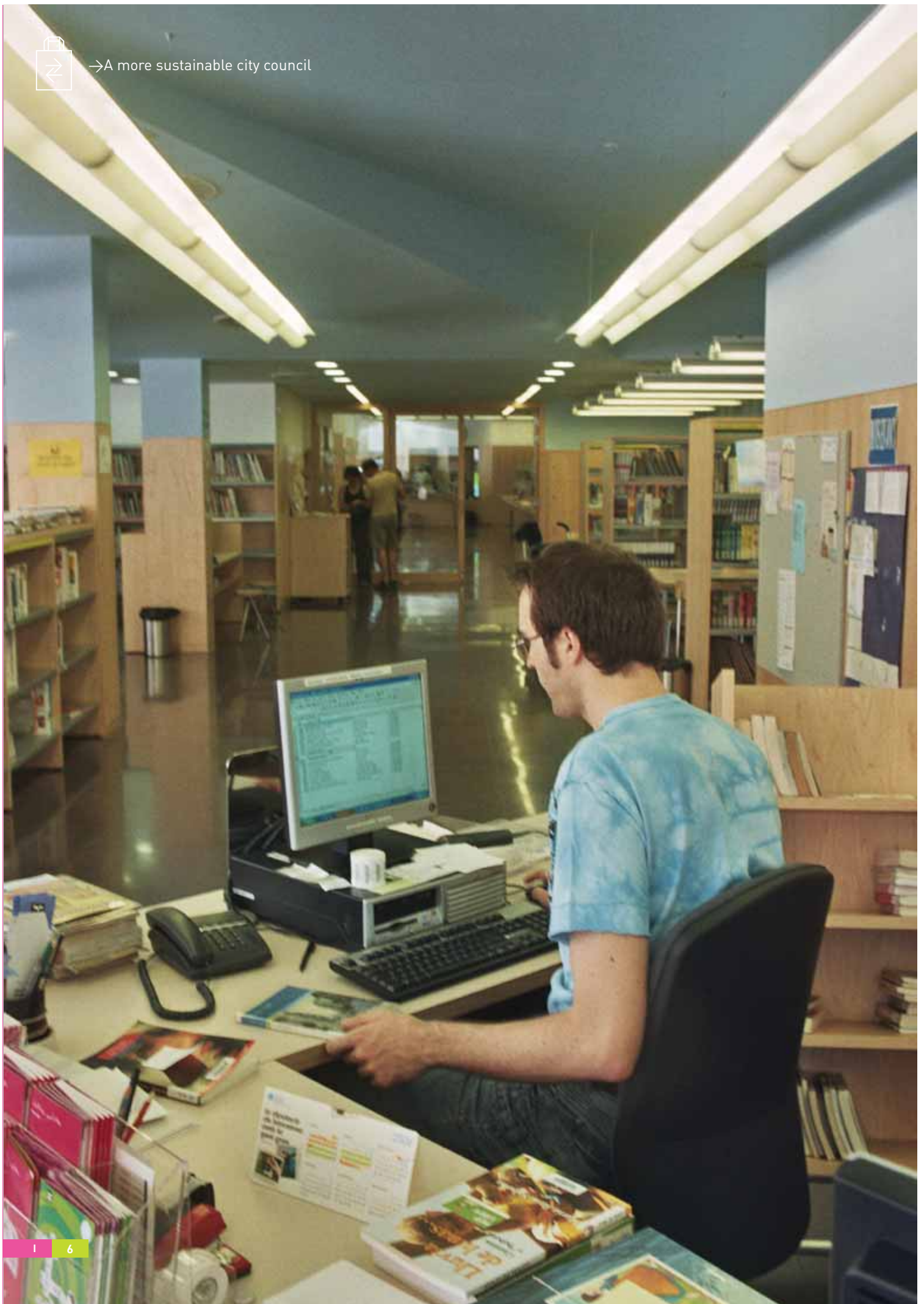
### Who are the protagonists?

A great many players may be involved in reducing the negative impacts that may be generated:

- First of all the municipal workers whose behaviour in their day-to-day task contributes to conscious consumption, including the proper use of office supplies, computers, waste reduction...
- All those who are in charge of procurement and contracting services, which may include new environmental or social criteria in their requirements.
- Political figures, who must take on political commitments in order to give their support for sustainable procurement.
- Suppliers and manufacturers, who must include in their supply better existing products on the market or develop improved products.
- And, finally, NGOs, who work towards protecting the environment and achieving sustainable development.



→A more sustainable city council







## Principles of sustainable procurement

The integration of environmental, social and ethical considerations into the organisation means there is a need to use new, added criteria when choosing and managing products, services and/or works.

What is most sustainable?	→Practical examples
Saving resources, energy and water during the production process.	Recycled paper
Using renewable resources and reducing CO <sub>2</sub> emissions.	Green electricity, electric vehicles
Contributing to preserving the biodiversity of the planet.	Timber bearing sustainable forest management certification
Minimising environmental impact at the utilization stage.	Two-speed flush toilets, low-energy computers, eco-efficient buildings
Using natural resources adapted to specific needs.	Irrigation using groundwater, the recirculation of fountain water
Being committed to the continuous improvement of environmental criteria.	Service companies implementing an environmental management system (Emas, ISO 14000)
Procuring 100% child labour-free products.	Fair trade footballs or coffee
Improving working conditions here and in the rest of the world.	Work clothes with a certificate of compliance to ILO standards Service companies that contract a high percentage of collectives that risk exclusion
Giving support to the social economy.	Toner collection by social and labour insertion enterprises
Promoting equal opportunities and accessibility.	Improvement works in public spaces in order to remove architectural barriers

**“We recognize that poverty eradication, changing consumption and production patterns, and protecting and managing the natural resource base for economic and social development are overarching objectives of, and essential requirements for sustainable development.”**

**Johannesburg Declaration, 2002**



## II Good practice for reducing the amount of paper used

Paper and derived products (files, notepads, diaries, etc.) represent:

- around 40% of expenditure on office supplies
- and 60% of the waste generated.

The introduction of sustainability criteria in the procurement and consumption of paper is one of the first actions taken within the framework of the Green Office Programme.

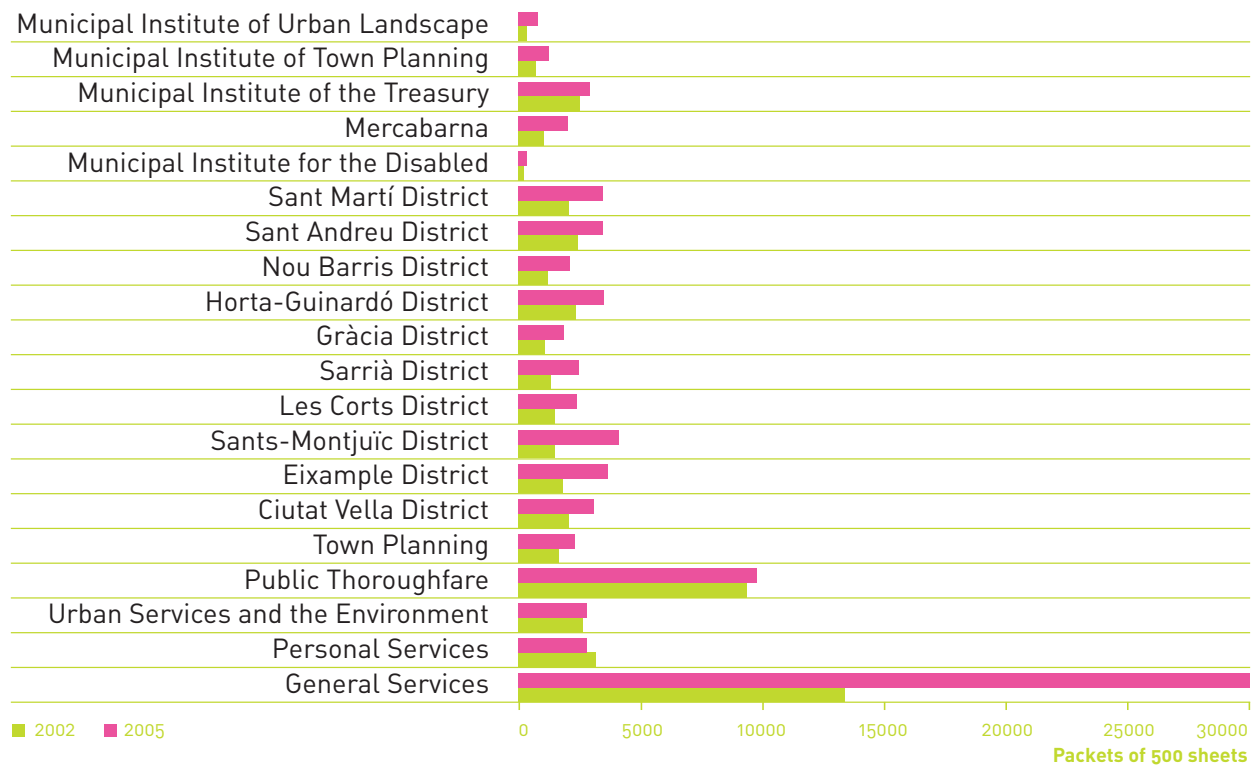
Double-sided photocopies and printing ↓







## Annual change in total consumption of DIN A4 paper by local office



### RESOURCES OF THE +SUSTAINABLE CITY COUNCIL PROGRAMME

#### Double-sided photocopying

A sticker has been produced for photocopiers inviting the user to photocopy on both sides of the paper, which is possible on most photocopiers today. By doing this, up to 50% of paper and associated economic resources can be saved, as well as keeping waste to a minimum.

You may request these stickers by writing to:

→ [ajuntamentsostenible@bcn.cat](mailto:ajuntamentsostenible@bcn.cat)



## GREENED-UP REGULATIONS AND SPECIFICATIONS

- Details concerning the standardisation of photocopiers and IT equipment (2002)
- Instructions to offices concerning Christmas cards (2004)



→ Good practice for reducing the amount of paper used

## GOOD PRACTICES ↓

### IT applications and double-sided printing

#### → Replacement of diaries with computerised applications in the General Services Sector

The General Services Sector has replaced the procurement of diaries, refills and desktop notepads with the application of Lotus Notes. The first year of this initiative (2003) witnessed a 40% reduction and 2004 a 39% reduction.

#### → Electronic reports on the Parks and Gardens website

Until 3 years ago, Parks and Gardens printed 1,500 copies of its report. Today they only exist in pdf format on the web, which brings about savings of over 720 kg of paper per edition. The Parks and Gardens report is posted on Intranet as a digital publication model to be followed complying with the City Council's regulations governing corporate image and publications.

#### → Training courses in electronic format for Human Resources

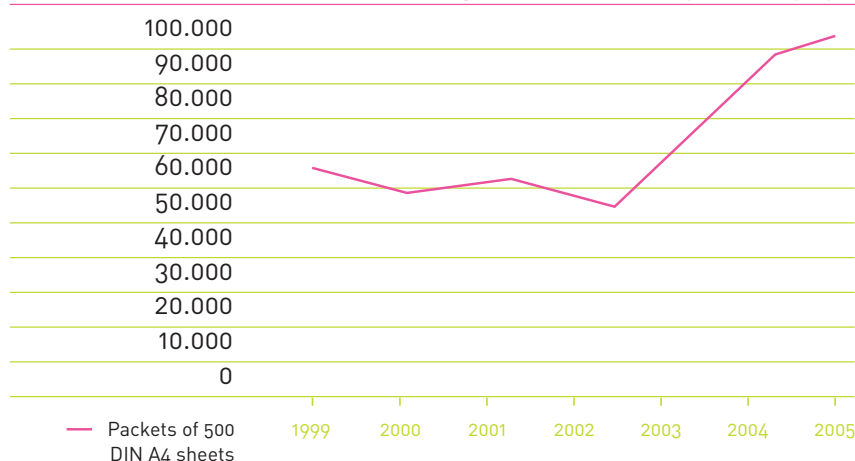
Human Resources Management also contributes to good practices dealing with paper: information on the courses it organises are available in electronic format.

[www.ajuntament.bcn.cat/rrhh/rrhh.htm](http://www.ajuntament.bcn.cat/rrhh/rrhh.htm)

#### → Double-sided printers in Urban Services and the Environment

This sector is clearly committed to saving paper with the acquisition of seven printers that allow double-sided printing. Since January 2006, each department has had the possibility of printing on both sides of the paper. Furthermore, a specific training course has been given to the staff in the sector at which clear indications were given as to use, and other advice and recommendations for minimising the amount of paper used.

#### FOLLOW-UP INDICATORS → Change in the consumption of paper



The consumption of paper has increased by **90%** across all local authority offices.

#### NOTE!

#### e-Christmas cards

These have existed since 2003 and may be customised by each office. Environmental Programmes Management sends only e-Christmas cards.

This has led to a saving of →



23.000 litres of water

+



1.300 kWh kWh of energy= consumption for 4 months by a family

+



3 trees

→ Good practice for reducing the amount of paper used



Use of computer applications instead of paper





## III Paper, recycled




Between 2002 and 2005, the amount of recycled paper consumed has risen from 7% to almost 60%.

Use and reuse recycled paper ↓





## Positive environmental effects

In order to manufacture a packet of "white" DIN A4	In order to manufacture a packet of recycled DIN A4	Saving
More than <b>262</b> litres of water	Some <b>37</b> litres of water	<b>86%</b> 
Almost <b>15</b> kwh of energy	<b>7</b> kwh of energy	<b>53 %</b> 
<b>3</b> kg of wood	Almost <b>3</b> kg of paper are recovered	<b>100 %</b> 



The only official certification that guarantees the origin of recycled paper pulp (100%) and at the same time offers a good technical guarantee that the paper will be preserved in the archive and will work properly on office equipment is Blue Angel.

The denomination "ecological paper" does not guarantee the paper's environmental quality in any way.

### RESOURCES OF THE +SUSTAINABLE CITY COUNCIL PROGRAMME



#### Paper tray

The Programme offers trays for the reuse of paper that has been written on upon one side only and wastepaper baskets for selective waste collection at workposts.

#### Training: Paper workshop

On the website of the Programme you may consult the training material. Paper and its environmental consequences.

[www.bcn.cat/agenda21/ajuntamentsostenible/paper/FormacioPaper.pdf](http://www.bcn.cat/agenda21/ajuntamentsostenible/paper/FormacioPaper.pdf)



## GREENED-UP REGULATIONS AND SPECIFICATIONS

- Specifications for the Standardisation of paper in reams (2002 and 2005)
- Specifications governing the procurement of graphic arts material (2005)
- Guideline for Services: The use of recycled paper (2002)



→Paper, recycled

## GOOD PRACTICES↓

### Use and reuse recycled paper

#### → Reused notebooks at Urban Services and Environment

Paper printed on one side is reused in the form of notebooks produced by the Document Reproduction Centre.

#### → *La Municipal*, more sustainable

Since 2003, the magazine *La Municipal* has been printed on recycled paper. It is an example to be followed by all offices that publish magazines, triptychs or other material on paper.

Other publications that are published on recycled paper are: *Barcelona Verda* by the Parks and Gardens Municipal Institute, and the Collection of Environmental Education Guides published by Environmental Programmes Management.

#### → Initiatives taken by the Department of Image and Editorial Production

The Department of Image and Editorial Production makes notebooks and pads with recycled paper. This paper has been recovered from the off-cuts and waste from other products or from the reuse of other publications.



NOTE!

### Zukunftspreis Nachhaltigkeit Prize for Barcelona City Council

German initiative Pro Recyclingpapier made a special mention of the city of Barcelona for all of its initiatives in the promotion of the use of recycled paper over the last five years.







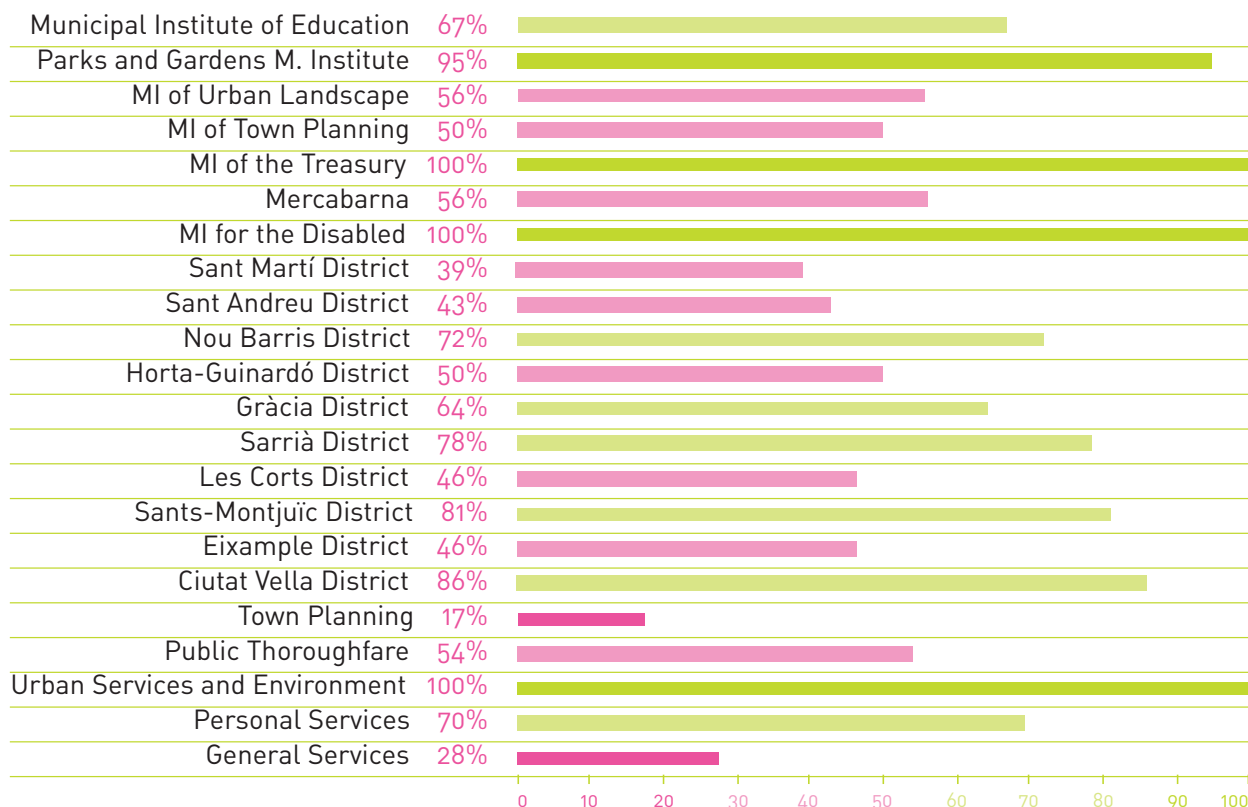
## FOLLOW-UP INDICATORS ↓

2005

## →Ranking of the consumption of recycled paper by local office

These figures are updated each quarter and are published at the following website:

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



## ENVIRONMENTAL INDICATOR: CONSUMPTION OF RECYCLED PAPER ↓

**Between 1999 and 2005, the progressive replacement of white paper by recycled paper generated the following environmental and consumption-related benefits:**

- Some 40 million litres of water have not been consumed  
= the equivalent of filling 6 the Bernat Picornell swimming pools six times
- Some 1,400,000 kWh of energy have been saved  
= 2 months' electricity consumption of all of the local authority offices
- The cutting down of 7,000 trees has been avoided  
= almost as many as there are today in the Gràcia district or those we can find along the Diagonal, Meridiana, Aragó and Colom streets and avenues altogether
- Almost 500,000 kilos of paper have been recovered  
= the equivalent of almost 175,000 packets of 500 sheets of DIN-A4

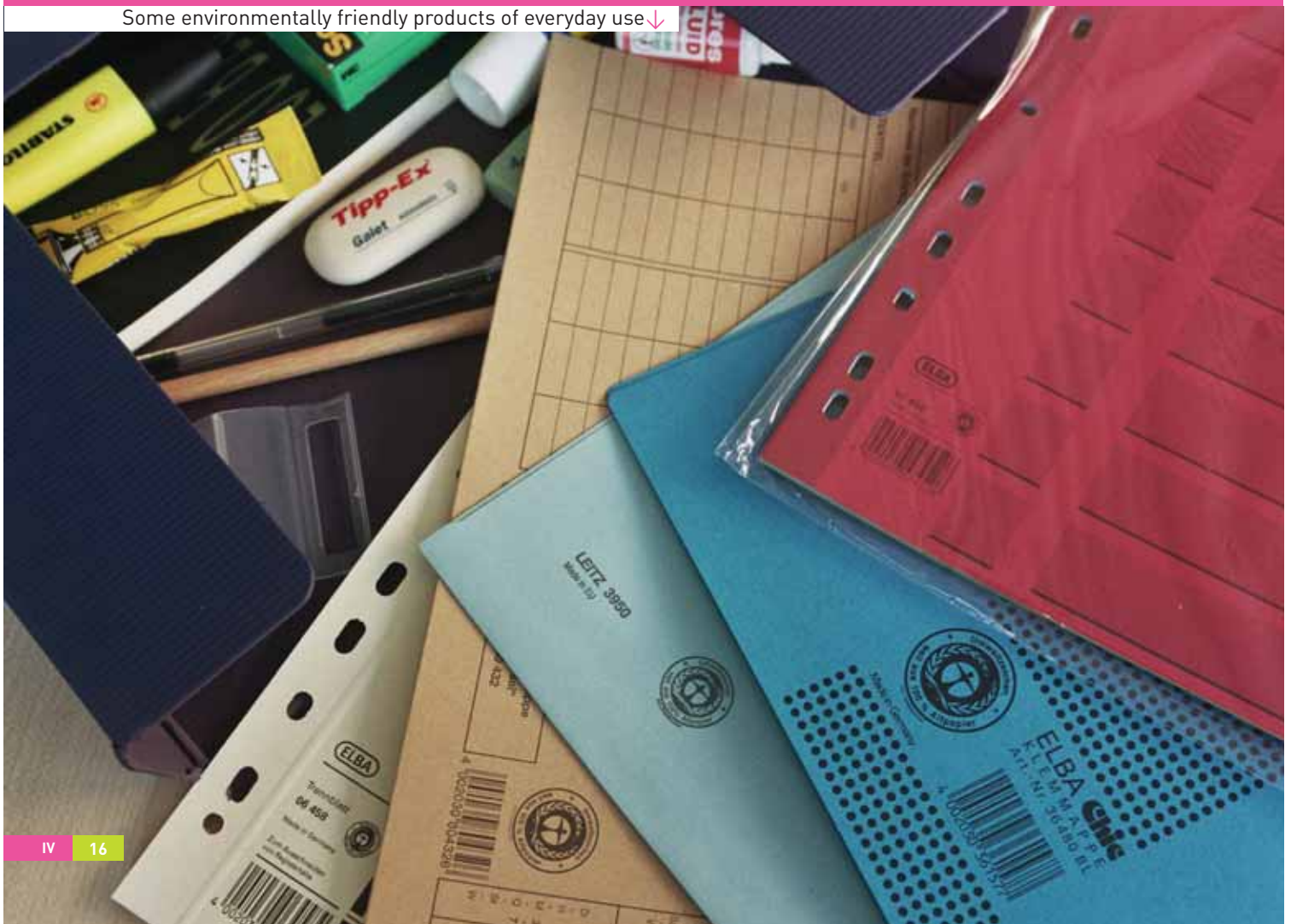




## IV A sustainable kit of office supplies

The large quantity of office supplies means that there is a need to select them bearing environmental criteria in mind so as to reduce the consumption of material, energy and the generation of waste, as well as prevent any possible health-related problems.

Some environmentally friendly products of everyday use ↓









→ A sustainable kit of office supplies

## GOOD PRACTICES ↓

### Procure more sustainable office supplies

#### → Highlighters are not to be thrown away!

Phosphorescent highlighter pens we use in the office have not finished their service life once the ink has run out since they can be refilled. Phosphorescent ink refills are materials that have been standardised by the central procurement service. Just ask for them!

#### → Christmas gift of the district of Sants-Montjuïc

In 2004, the district sent out its best wishes for the Christmas festivities by awarding a small gift for 2005. This gift consisted of: a notebook of 100% recycled paper and a pen made of recycled paper and wood.

This initiative not only takes into account environmental criteria but also, in the long run will be more economical: if everyone looks after their own basic set of equipment and if good quality, long-life products are chosen, we will be ensuring that they do not disappear and therefore we will reduce orders for spares and refills.



#### → Permanent exhibition at the Sustainable Barcelona Resource Centre - Centre de Recursos Barcelona Sostenible

At the permanent exhibition at the CRBS, you will find, among a great many others, a sample of office supplies chosen bearing environmental criteria in mind.

Carrer Nil Fabra, 20, baixos (08012)  
Barcelona. Tel. 93 237 47 43

Timetable: Monday to Friday from 9.30 to 14 h  
and from 16.30 a 20 h. Saturdays from  
11 to 13.30 h.

→ [www.bcn.es/agenda21/crbs/index.htm](http://www.bcn.es/agenda21/crbs/index.htm)  
→ [recursos@mail.bcn.es](mailto:recursos@mail.bcn.es)

NOTE!

#### Ciutat Vella: The procurement of recycled, remanufactured toner

All toner used at the main offices of the Ciutat Vella district is 100% recycled. Apart from the environmental benefits, this has also led to a 45% saving of economic resources.





Text markers with individual refills. Polypropylene marker, water-based ink

Wooden lacquer-free pencil

Folders made of polypropylene instead of PVC

Recycled folders with a cellulose window<sup>1</sup>

Fine-tipped marker with refills. Water-based ink

Hanging files and inner files made of recycled card<sup>1</sup>

Separators for filing cabinets made of recycled card<sup>1</sup>

Clipboards made of recycled cardboard<sup>1</sup>

Adhesive tape made by the same manufacturer, a polypropylene model instead of PVC. Or adhesive tape made of cellulose acetate

Note block made of recycled paper

Eraser made of natural rubber. PVC-free

Water-based liquid corrector, PVC-free container. Available in white and light grey (for recycled paper)

Adhesive stickers made by the same manufacturer, a model made of 90% recycled paper

Water-based glue stick. PVC-free holder

<sup>1</sup>Blue Angel-certified product



## V The cleaning of buildings and the internal selective collection of waste

The cleaning and selective waste collection service is of special importance in order to minimise our environmental impact and gain in coherence.







**According to studies carried out in three municipal buildings, the waste generated each year per worker exceeds 100 kg, though the quantity varies considerably (between 50 and 170 kg per year). Approximately 70% ends up being collected as selective waste (basically paper).**

The cleaning service of local buildings is done by a greened contracted company as it has introduced the use of the most environmentally friendly cleaning products as well as compulsory selective waste collection. It is in selective waste collection that the service becomes a vehicle to raise the awareness among staff by establishing new responsibilities. Staff of the city council can separate the different types of waste generated (paper, packaging, glass and refuse) and place them in the corresponding receptacle which the contracted company will have put at their disposal.

#### RESOURCES OF THE +SUSTAINABLE CITY COUNCIL PROGRAMME



### Eco-wastepaper basket – Selective collection of paper

The individual eco-wastepaper basket is a cardboard box for the selective collection of waste paper which can be placed beside your desk.

### Posters indicating selective waste collection

In order to improve the signage of the internal collection points of selective waste inside Barcelona City Council buildings, a series of posters has been designed to indicate the collection points.

→You can request the eco-wastepaper baskets and posters at: [ajuntamentsostenible@bcn.cat](mailto:ajuntamentsostenible@bcn.cat)

### Recycling of toner

Barcelona City Council purchases some 7,000 cartridges of ink a year (for printers, photocopiers and fax machines), which, once used, become waste.

In order to add a social improvement to the environmental benefit of collecting toner selectively, Barcelona City Council has signed an agreement with the Intersectorial Association of Recyclers and Social Enterprises of Catalonia - Associació Intersectorial de Recuperadors i Empreses Socials de Catalunya (AIRES) and FEMAREC, SCCL.

Moreover, we workers can also place our ink cartridges from home in the same containers, which means we help towards selective waste collection with added social value.



## GREENED-UP REGULATIONS AND SPECIFICATIONS

- Details of the building cleaning service (2005)
- Collaboration agreement between Barcelona City Council and the Fundació Aires and FEMAREC concerning the selective collection of toner for social purposes (2005)



→The cleaning of buildings and the internal selective collection of waste

## GOOD PRACTICES ↓

### Waste management

#### →Waste management at the Coll Civic Centre

At the Civic Centre, important work is being done to manage waste correctly and to socialise the Green Office. At the entrance to the Civic Centre there is an information desk concerning environmental issues that brings together news items, activities, advice, etc. The selective waste containers have been placed at strategic points, for example the collection of packaging and refuse is located next to the coffee machine. Furthermore, at each work post a container has been placed for the specific collection of paper and cardboard, the main waste product generated by offices.



#### →Selective collection of toner by labour insertion enterprises

At the beginning of 2006, there were 64 local centres where such labour insertion enterprises were already performing the selective collection of toner. Among many others, they were the following:

- The Department of Statistics
- Municipal Town Planning Institute
- Sustainable Barcelona Resource Centre
- Fire Station
- Les Corts and Sant Andreu district main offices
- Civic centres
- Municipal Computing Institute

The aim of the agreement is that, at the end of the year, these enterprises will collect the toner from all local authority offices.

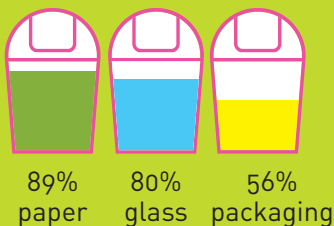
You can find the full list at ↓

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

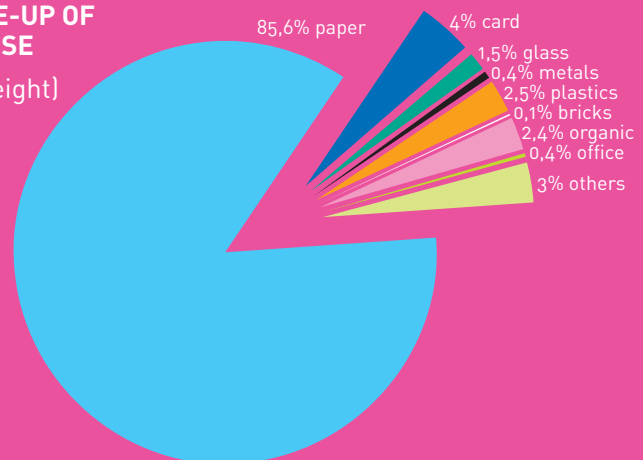
NOTE!

#### Pilot scheme for selective collection at Urban Services and the Environment

In 2002 its 200 members of staff selectively collected:



#### →MAKE-UP OF REFUSE (% weight)



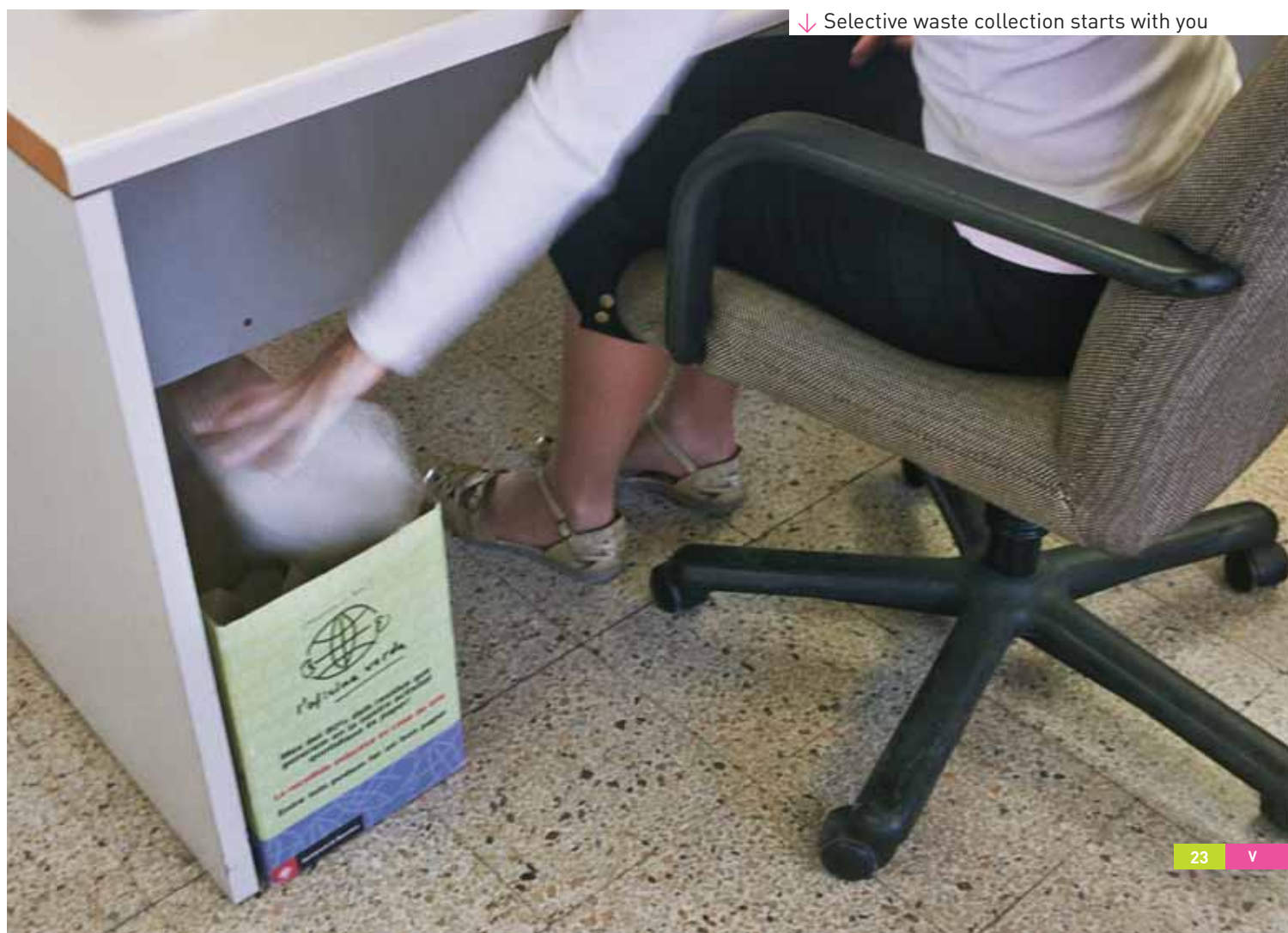


## FOLLOW-UP INDICATORS ↓

### →Internal selective waste collection points

At all local authority offices, internal selective waste collection points are being installed. The placing of the bins is the responsibility of the externally-contracted cleaning companies.

Collection points	2003	2006
Paper, packaging, glass, refuse	199	229
Toner	18	77



↓ Selective waste collection starts with you





## VI Fair trade in automatic vending machines, bar and catering services

On 22 November 2002, the City Council's Plenary Session unanimously passed an Institutional Declaration to promote the introduction of fair trade products to local services and offices. This initiative aimed to give support to the economies and social progress of the less developed countries, to the proper use of natural resources and to their sustainable development.

Fair trade products are used and sold at the Garcilaso Civic Centre Cafeteria↓







Fair trade is an alternative to standard trade which guarantees worthy living and labour conditions for producers in the southern hemisphere. Though other fair trade food products do exist (such as biscuits, chocolate...) and non-food products (office material, ceramics, bijouterie...), coffee is the fair trade product par excellence.

Based on the positive experience of promoting fair trade products in automatic vending machines, the introduction of fair trade food and/or organic agricultural products is being extended to other fields such as catering, bars or school dining rooms.

### Fair trade coffee: international rules

In the case of coffee, the international fair trade regulations are as follows:

- Guaranteed price above coffee price fluctuations in international markets.
- Financing of up to 60% of each order so as to guarantee the subsistence of producers during periods between harvests.
- Stable, long-term commercial relationship which allows the cooperatives to plan their production.
- Social benefits for the whole community of producers: housing, education, health...

#### RESOURCES OF THE +SUSTAINABLE CITY COUNCIL PROGRAMME



### Introduction of fair trade coffee to coffee machines

In Barcelona City Council there are approximately 230 points selling beverages: 150 are machines that vend hot drinks and the remainder, 80, are coffee machines.

A work commission has encouraged actions to concretise the Institutional Declaration on the area of internal management. Collaborating with NGOs —principally SETEM— a variety of resources have been made available:

- Informative and formative actions for local authority staff
- Progressively offering fair trade coffee in automatic vending machines and other sales points
- Providing greater internal and external visibility to the project

You can find out where the fair trade coffee sales points are by going to:

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



### GREENED-UP REGULATIONS AND SPECIFICATIONS

- Institutional Declaration on Fair Trade (2002)
- Specifications governing the management, exploitation and dynamisation of the Sedeta Civic Centre bar service (2003)
- Specifications for the installation, management and exploitation of automatic vending machines at the Security and Mobility Sector Offices of Barcelona City Council (2005)



→ Fair trade in automatic vending machines, bar and catering services

## GOOD PRACTICES ↓

### Ceramic coffee cups and catering provided by social insertion

#### → Ceramic cups for fair trade coffee in the Urban Services and Environment Sector and Parks and Gardens

The aim of the distribution of cups among the Sector's workers is that of contributing to a reduction in waste production by using ceramic cups instead of throw-away plastic cups. In order to do so, the machines have had to be adapted so that when requesting a drink you can choose whether the machine should give you a plastic cup or not (using your own cup). Moreover, in order to promote this measure, the possibility is being studied as to whether the price of the drink consumed in one's own cup should be cheaper than if a plastic cup is used.



#### → Catering service provided by a social insertion enterprise

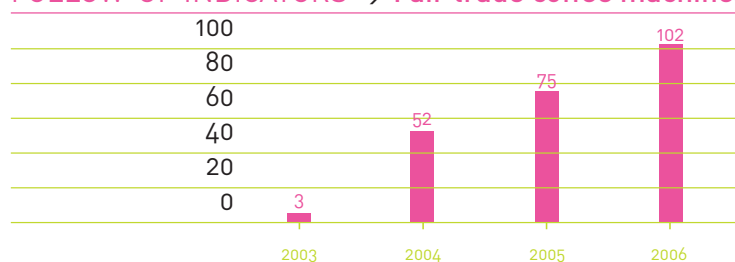
During 2005, some twenty local authority offices commissioned catering services to Fundació Futur, a social insertion enterprise, with the aim of creating jobs for the marginalised. Some such offices are: the Municipal Institute for the Disabled, the office of the Counsellor for Immigration, the Environmental Programmes Office, the Personal Services Sector, Garcilaso Library (Sant Andreu district), the Sarrià-Sant Gervasi district, the Women's and Civil Rights Office, the Social Participation Office, the Social Welfare local council and the office of the Counsellor for public health, among others.



#### → Fair trade products in the automatic vending machines of the Local Police

The Security and Mobility sector has drafted a single call of tenders for the installation and exploitation of automatic vending machines for all of their offices. This document establishes the sale of fair trade coffee, tea and chocolate products in their machines.

#### FOLLOW-UP INDICATORS → Fair trade coffee machines



The City Council currently has 91 local authority offices and a total of 102 automatic vending machines where fair trade coffee can be drunk.

#### NOTE!

#### Studies on fair trade

SETEM Catalunya has published three studies on the present scope of fair trade in Catalonia and Spain. These studies include a specific chapter on fair trade and public authorities.

- Fair trade in Catalonia 2000-2002
- Fair trade in Spain yearbook (2004)
- Fair trade in Catalonia, Spain and Europe (2006)





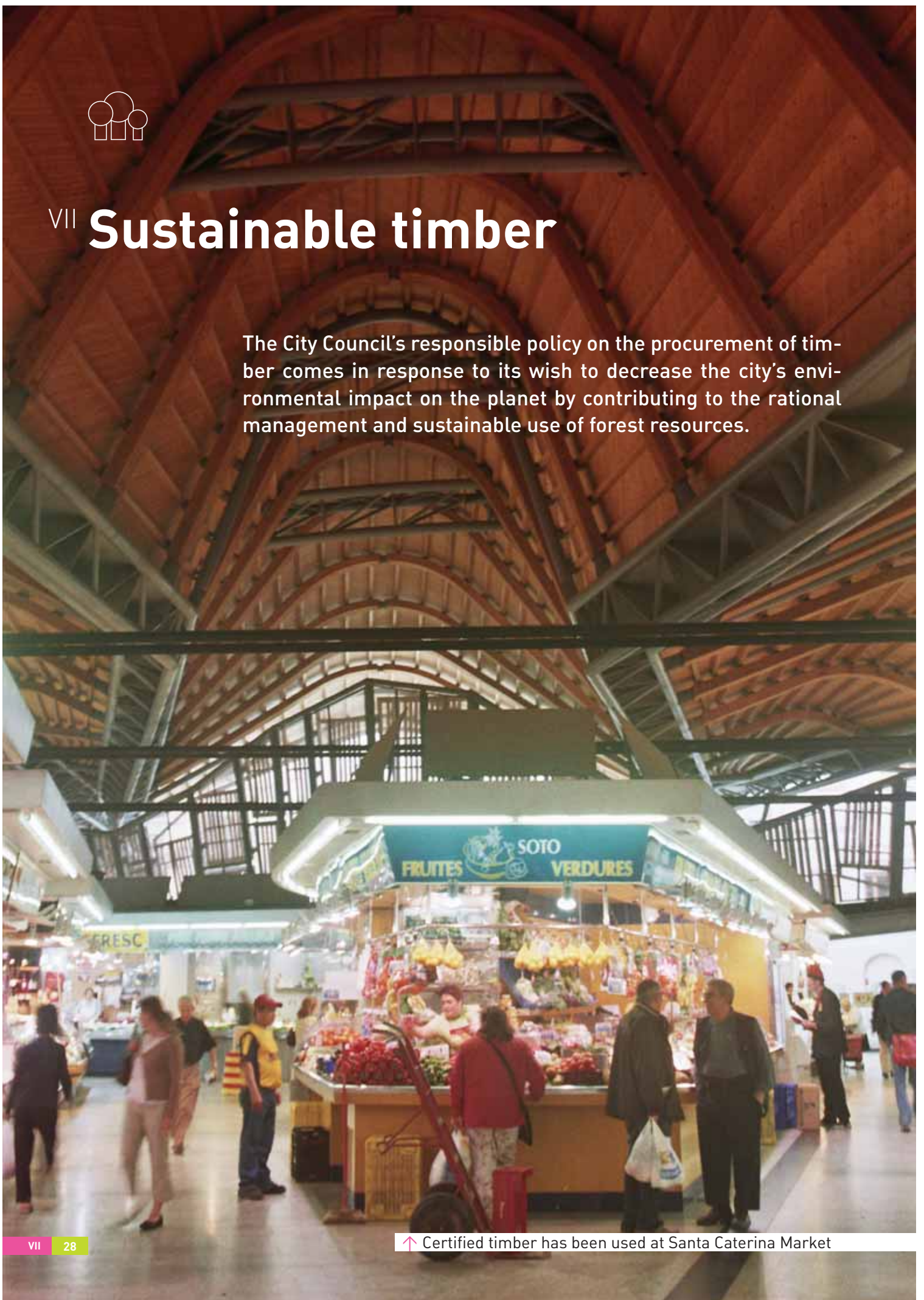
Drinking fair trade coffee from your own cup is already an everyday occurrence ↑





## VII Sustainable timber

The City Council's responsible policy on the procurement of timber comes in response to its wish to decrease the city's environmental impact on the planet by contributing to the rational management and sustainable use of forest resources.





## Responsible procurement of timber

At the proposal of the Barcelona Municipal Council for the Environment and Sustainability, in 2004, the City Council passed a responsible policy on the procurement of timber which involves the incorporation of sustainability criteria in the procurement of all wood products, whether for the upkeep of public areas, works, the supply of furniture or other areas:

- The procurement of timber that is illegally felled or from countries at war has been abolished.
- A system of prioritisation has been established which awards more points to the most demanding forest certifications: more points are given for FSC certification (Forest Stewardship Council), and then for PEFC (Pan European Forest Certification), among others.

This is a pioneer initiative in Spain.

In the last two years, 2,310 m<sup>3</sup> of certified timber have been procured.

### RESOURCES OF THE +SUSTAINABLE CITY COUNCIL PROGRAMME

#### Training and advisory sessions

The Programme offers training sessions on the state of the planet's forests, forest certification and the City Council's policy for the responsible procurement of timber. Likewise, advice is given to local workers who are responsible for procuring timber or derivatives.

- For further information:  
[ajuntamentsostenible@bcn.cat](mailto:ajuntamentsostenible@bcn.cat)

#### "Fes-te amic dels boscos" (Become a friend of the forests) guide

Barcelona City Council and Greenpeace have been working together in recent years to promote the rational, sustainable use of forest resources. The policy on the responsible procurement of timber has allowed public procurement of certified timber for our parks and gardens, for markets and libraries, funeral services. The environmental education guide "Fes-te amic dels boscos" (Become a friend of the Forests) is a new result of this collaboration: it seeks to promote a change in citizens' habits and consumption. It gives information, advice, recommendations to be able to decide in everyday life, to exercise our power of choice and purchase in the forests' favour.



## GREENED-UP REGULATIONS AND SPECIFICATIONS

- Institutional Declaration on Responsible Policy on the Procurement of Timber (2003)
- Mayoral Decree of Responsible Policy on the Procurement of Timber (2004)
- All Parks and Gardens contracting (as of 2003)
- The procurement of solid wood by the Funeral Services (as of 2004)

## GOOD PRACTICES ↓

### The sustainable procurement of timber

#### → Procurement of certified timber – Funeral Services

The Funeral Services is one of the biggest consumers of timber in the Council area: in 2004, it purchased 1,055 m<sup>3</sup> of solid wood. As a result of the local commitment to a responsible policy for the procurement of timber, the service has incorporated environmental criteria in its procurements and has managed to ensure that the supply of African timber comes from a merchant currently in the process of obtaining FSC accreditation.



#### → The procurement of timber for Parks and Gardens

Since 2003, Parks and Gardens has been applying the criteria established by the Decree on the responsible procurement of wood for all public procurement. In 2004, among others, stakes and planks certified with the PEFC stamp and benches, protective fences and signage bearing the FSC stamp were purchased. In total, in the first year of applying the new policy on the responsible procurement of wood, Parks and Gardens purchased over 16 m<sup>3</sup> of certified wood.

#### → Document on the purchase of platforms– District of les Corts

In 2004, in the district of les Corts, criteria governing the responsible procurement of wood were introduced to the specifications for the hiring of platforms and as a result a company that put in a bid with PEFC-certified platforms won the tender.

#### NOTE!



#### Barcelona in support of the Forests

In February 2004, WWF/Adena, a conservationists group, presented in Barcelona its campaign entitled "Ciutats pels boscos" or Cities in Support of the Forests, which aims to help put a stop to the deterioration of forest ecosystems through public responsible consumption of wood and derivatives. Furthermore, Adena has also created the interactive observatory called "Ciutats pels boscos" in order to arouse and assess the local city and town councils' interest (with over 20,000 inhabitants) in conserving the planet's forests. Thanks to its active policy on responsible procurement of timber, Barcelona City Council has been on the Observatory's Green List since the start of the campaign.

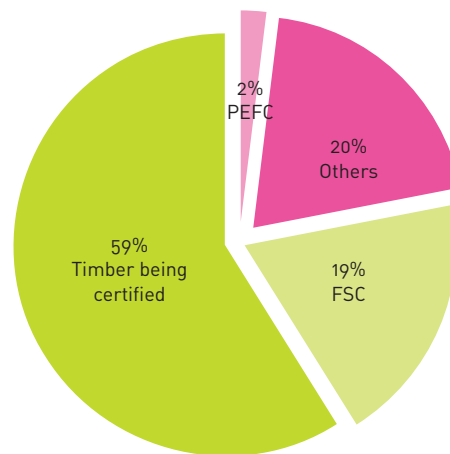
Campaign and observatory → [www.wwf.es/bosques\\_comercio/observatorio\\_wwfadena.php](http://www.wwf.es/bosques_comercio/observatorio_wwfadena.php)

## FOLLOW-UP INDICATORS ↓

### → Certified timber tendered 2004-2005

Years 2004 and 2005 were the first two in which a responsible policy for the procurement of timber was applied by Barcelona City Council, and the overall results —both as regards the number of departments involved and the total of certified timber procured— are satisfactory.

Eight offices —institutes, sectors or districts— have taken on this new policy and the result is a total of 2,310 m<sup>3</sup> of certified timber acquired.



SUMMARY  
2004-2005  
Total: 2.310 m<sup>3</sup>

Benches made of certified timber in Parc de la Ciutadella ↓







## VIII Ethical procurement: the clean clothes experience

Barcelona City Council is a large consumer of textile products, basically work clothes for specific collectives (gardeners, local police, fire brigade...).

The introduction of ethical clauses to supply contracts aims to guarantee that textile products have been produced respecting the criteria of the International Labour Organisation, such as the prohibition of child labour and respect for basic labour rights.

Parks and Gardens work in clean clothes ↓







## Public procurement with environmental, social and ethical criteria

The globalisation of the economy has deeply changed enterprises' commercial strategies in all sectors. The relocation of production to countries in the south and the search for cheaper labour has led to a series of difficulties in controlling companies' labour and social behaviour, which become yet worse when such relocation takes place in the form of subcontracting.

The inexistence in many southern countries of labour legislation that respects workers' basic labour rights (as defined by the ILO) or the inability of many such countries to enforce it has led to a gradual loss of guarantees in respect of the fact that the end product has been manufactured in the ethical conditions which all public authorities must uphold.

### Fundamental ILO Conventions

- Abolition of forced labour (conventions 29 and 105)
- Freedom of association and the right to collective bargaining (conventions 87 and 98)
- Equal remuneration for men and women (convention 100)
- The absence of discrimination on the grounds of race, colour, sex, religion, opinion, social class or nationality (convention 111)
- Abolition of child labour (convention 138)

RESOURCES OF THE + SUSTAINABLE CITY COUNCIL PROGRAMME

### Participation in the "Ethical Public Procurement" network

Barcelona City Council participates in some of the international initiatives that promote public procurement with environmental, social and ethical criteria.

Within the framework of the Clean Clothes Campaign and the Catalan Network for Ethical Public Procurement, an initial experiment has been carried out to procure textile products that respect basic labour rights. This pilot scheme, which was started by the Parks and Gardens Municipal Institute, aims to be applicable to other departments and sectors that purchase work clothes, and also promote the purchase of fair trade textile products for specific acts (t-shirts for fiestas, sports activities...).

- For further information:  
ajuntamentsostenible@bcn.cat



### GREENED-UP REGULATIONS AND SPECIFICATIONS

- Parks and Gardens guidelines as to the purchase of work clothes incorporating ethical criteria (2005)



→ Ethical procurement: the clean clothes experience

## GOOD PRACTICES ↓

### The procurement of work clothes for Parks and Gardens Municipal Institute with ethical criteria



Parks and Gardens is the first Spanish public enterprise to introduce corporate social responsibility clauses and ethical criteria to its contract specifications on the supply of clothing, demanding from the tendering companies as a requirement for technical solvency that the fabrics and other materials used in production, as well as the production process itself, must respect the basic labour rights as drawn up in the ILO declarations on workers' rights, and must have a committed management policy as regards the environment and occupational risk prevention.

As of now, such requisites shall be compulsory for Parks and Gardens' annual calls for tender for summer and winter work clothes for gardeners, conservat-  
onists, security staff and mechanics, for a total of 700 workers.

NOTE!

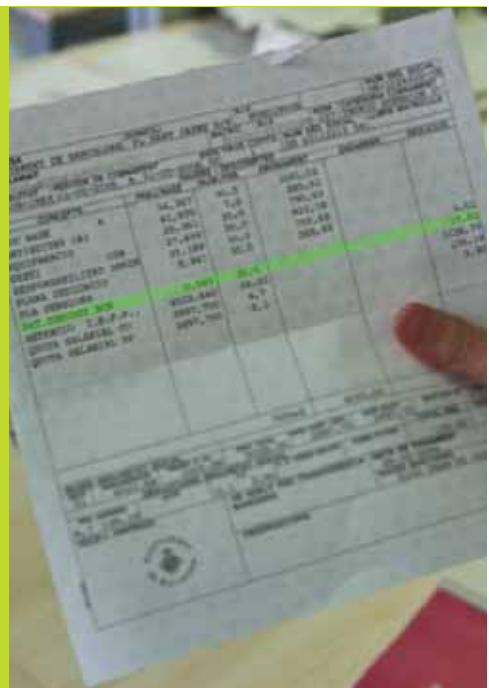
07

#### ZerosetBCN

The ZerosetBCN Association is a platform of local authority workers who reserve 0.7% of their salaries to projects of solidarity and cooperation with development. Thus, last year, ZerosetBCN collected about six thousand euros, which were used to help build a greenhouse in Bolivia, and were donated to an entity in Barcelona that gives support to young people who have been in sheltered accommodation and who, upon reaching the age of 18 have had to leave it.

At the moment, the association is widely spread within the Public Health Agency - Agència de Salut Pública, the Municipal Institute of Education - l'Institut Municipal d'Educació, that of Computing, of Statistics, of Health Care, the City Hall and the Personal Services Area. You too can get involved!

→ For further information:  
Agència de Salut Pública de Barcelona – Barcelona  
Public Health Agency  
ediez@aspb.es











## IX Energy saving and renewable energy

The impacts associated with energy consumption are varied in accordance with their origin. In the city of Barcelona, 49% of energy consumption is of nuclear origin, 46% corresponds to fossil fuels, 4% to hydraulic energy and just 1% comes from renewable energy sources. In order to encourage saving, energy efficiency and the use of renewable energy, in 2002 the Barcelona Local Energy Agency - Agència Local d'Energia de Barcelona was constituted →[www.barcelonaenergia.com](http://www.barcelonaenergia.com)

More efficient vehicles for local services ↓



Energy consumption at local authority offices is split into almost equal parts between lighting, office equipment and heating, cooling and ventilation. Final consumption depends to a great extent on our individual behaviour: turning off lights, computers and regulating heating and air conditioning.

## Investments

Some of the improvements that have been introduced to local buildings are the investments in the fields of energy and water. The most significant for rationalising consumption and promoting renewable energy are: →

- The change of lighting and the installation of electronic metres that help to keep an accurate track of supplies.
- The installation of photovoltaic solar panels in council buildings.
- The incorporation of thermal solar collectors for the production of hot water at nurseries and sports facilities is one of the oldest measures within the field of promoting renewable energy.

### RESOURCES OF THE + SUSTAINABLE CITY COUNCIL PROGRAMME

#### No et quedis gelat! – Don't freeze!

In 2005 a Guideline for Services was passed by the Mayor's Office in order to promote the rational use of air conditioning at local authority offices: the instruction concreted that the comfort temperature inside municipal buildings should not be below 24 oC. This year a poster has been issued to all local authority offices and buildings with the slogan "No et quedis gelat!" or "Don't freeze!", in order to remind us of this good practice, good for the environment, for our health and for the efficient use of public resources. If you would like one, you can request one by writing to:

→ [ajuntamentsostenible@bcn.cat](mailto:ajuntamentsostenible@bcn.cat)

#### Training session on energy

→ Energy and its environmental consequences...  
What can we do?

In 2005, a training session on energy was held for the staff of the Urban Services and Environment sector at which an explanation was given on which are the renewable energy sources, the Barcelona Energy Improvement Plan, and how our behaviour vis-à-vis energy can be improved.

→ [www.bcn.cat/agenda21/ajuntamentsostenible/energia/Formacio\\_Energia.pdf](http://www.bcn.cat/agenda21/ajuntamentsostenible/energia/Formacio_Energia.pdf)



## GREENED-UP REGULATIONS AND SPECIFICATIONS

- Solar ordinance (1999)
- The contracting of computer equipment (2002) by the Municipal Computing Institute
- Specifications on lighting (2005)
- Instructions from the Mayor's Office concerning the rational, efficient use of air conditioning in summer (2005)



→ Energy saving and renewable energy

## GOOD PRACTICES ↓

### Use renewable energy

#### → Photovoltaic solar energy at local buildings

There are currently 19 local buildings (including the City Hall) with photovoltaic solar installations that transform solar energy into electricity. Altogether this accounts for a surface collection area of over 5,875 m<sup>2</sup> producing some 868,000 kwh/year, which in turn means an economic saving of about 235,000 € per annum.

#### → Thermal solar energy at schools and sports facilities

The existence of thermal solar collectors for the production of hot water at schools and sports facilities (Guinardó Sports Complex, Picornell Swimming Baths...) dates back to 1995 with the installation of 6 nurseries. But now there are 52 municipal facilities covering 4,341 m<sup>2</sup> producing energy estimated at over 3,545,000 kWh per annum.

### Use energy efficiently

#### → The replacement of lighting at the City Hall

The replacement of ordinary lighting with energy efficient lighting has led to a reduction in energy consumption through the illumination of buildings. The saving of over 350,000 kwh per annum is not the only environmental benefit from this initiative since the emission of 40.10 t of CO<sub>2</sub> a year is also saved, not to mention the economic saving brought about by the consumption of less energy (some 25,000 € per year).



NOTE!



### Housing development projects by the Municipal Housing Trust

#### → Criteria concerning the environment and efficiency

Since 1998, the Barcelona Municipal Housing Trust has been incorporating criteria concerning energy efficiency, water saving, the collection of rainwater and the choice of building materials that meet environmental criteria. All housing development projects include solar energy, water saving devices in taps, showers and WCs, and a great many other measures that lead to increased eco-efficiency.



## FOLLOW-UP INDICATORS ↓

### → Local facilities with solar energy

	Nº.	Surface area (m²)	Estimated energy generated (kWh/year)	CO <sub>2</sub> saving (tonnes)
Thermal energy	52	4.341	3.545.818	604
Photovoltaic energy	19	5.875	867.939	93
<b>Total</b>	<b>71</b>	<b>10.215</b>	<b>4.413.757</b>	<b>697</b>

## PRACTICAL ADVICE ↓

### LIGHTING

- Make the most of natural light: raise the blinds during the hours the sun isn't shining straight in.
- Turn off the lights when leaving meeting rooms, toilets and empty offices! Avoid switching lights on unnecessarily.
- Some offices have too many light points: disconnect lights we do not need on.

### Office machinery

- Switch off the computer! A great many computers are left on day and night. If we switched them off at the end of each day, we could save up to 75% of energy! We recommend at least you switch off the screen each time you leave the office for more than 20 minutes, and switch off the whole set at the weekend.
- Do not use animated screensavers. They consume a lot of energy! Originally, we used them to protect old-style screens, not to save energy.
- Look for and programme the minimum times for the "sleep off" features of our machine and this will mean saving energy and money.

### Heating, cooling and ventilation

- Adjust the temperature properly if you have devices with individual settings. A temperature difference of around 5°C shall suffice. Heating the air one extra degree in winter or cooling it one extra degree in summer represents a 6% increase in economic expenditure!
- Create a good working atmosphere! If the air in the office is very stuffy, air it for a while: 5 minutes is enough. Do not leave windows ajar with heating or air conditioning switched on.

### Further advice...

- Instead of regular batteries, we can use rechargeable batteries which can be recharged by plugging a device into a socket, or even better, a solar charger.
- Electronic devices, such as hi-fis, TVs and videos permanently consume energy when on "stand-by" (at rest with an LED on). This equipment must be switched off at the ON/OFF switch and not with the remote control in order to avoid continuous, unnecessary consumption of energy.





## X Mobility

On a working day in Barcelona 4.6 million journeys take place within the city and 2.8 million journeys occur between Barcelona and the surrounding metropolitan area.

The promotion of more sustainable mobility means using public transport, going by bicycle or on foot. At work as well!

Local Police: on bicycle duty ↓



## Means of transport

Trips	Within the municipality	Between municipalities
On foot/by bicycles	46%	8,5%
Public transport	30%	42,5%
Private transport	24%	49%

In the last year there has been an increase in the use of public transport of approximately:

→3% for trips within the city

→and 4% for trips between Barcelona and the surrounding metropolitan area.

Despite this good news, the use of private transport continues to be quite high, especially as regards trips between municipalities.

### RESOURCES OF THE + SUSTAINABLE CITY COUNCIL PROGRAMME

#### Available information

Environmental guides “Barcelona en Bici” (Barcelona by Bike) and “Mobilitat més sostenible” (More sustainable mobility), as well as the website “A peu per Barcelona” (On foot around Barcelona) ([www.bcn.es/apeu](http://www.bcn.es/apeu)) contain basic information as to what we can do to reduce the impact caused by our journeys.



## GREENED-UP REGULATIONS AND SPECIFICATIONS

→Specifications for the supply of fuel and lubricants for vehicles (2005)



## GOOD PRACTICES ↓

### What can we do? Move around in a sustainable way

#### → Bicycles for staff use – Agenda21 Secretary's Office in Gràcia

The initiative *Let's get healthy, let's save energy, let's not pollute, let's set an example, sustainable mobility in Gràcia* consists of putting 5 bicycles at the disposal of the staff.

The bicycles can be found at the district head office patio.



#### → Local Police by bicycle

The Local Police has officers on bicycle duty. Currently there are 30 bicycles in service on the Eixample, Les Corts, Sants-Montjuïc, Gràcia, Sant Andreu and the coastal area (Sant Martí and Ciutat Vella).

These officers' main tasks are to patrol the parks and gardens, pedestrian areas, the vicinity of schools, bus and bicycle lanes, upholding the safety and security of the citizens and ensuring civility, among others.



#### → Bicycle messenger service

The messenger service, which is a common feature of local authority offices, can be more ecological. Cooperative Trèvol provides a service for the transport of correspondence and packages, normal and urgent, between companies and private individuals, applying the system of a cooperative with ecological awareness: a bicycle messenger service and a new service delivering small and medium-sized packets in the urban area by electric vehicle.

For further information → [www.trevol.com](http://www.trevol.com)



#### → Requesting a bicycle parking space

If you wish to request a bicycle parking space at your office or facility, please send an application to the Citizen Attention Office - Oficina d'Atenció al Ciutadà in your district. Parking spaces are free-of-charge and are located in the street (pavement or road).

If you need advice or information, you can also contact the Bicycle Club of Catalonia - Bicicleta Club de Catalunya:

→ [www.bacc.info](http://www.bacc.info)

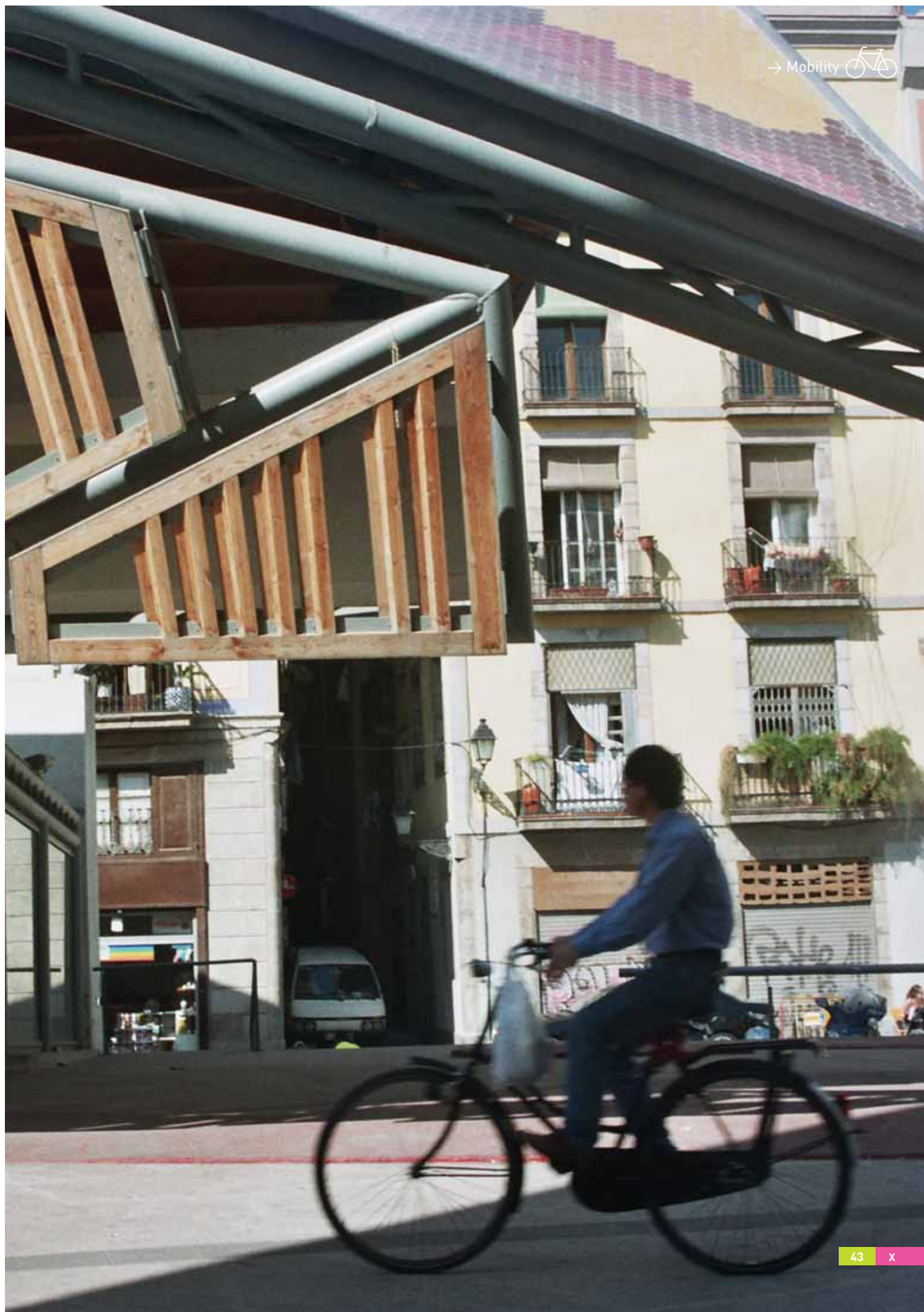
NOTE!



### Public transport in our publications

One good practice in order to promote access to our local authority offices by public transport is to provide clear indications, including a map, of how to get there by public transport in information leaflets about the facilities as well as in announcements of public acts.









## XI Greening of local authority contracts

Since the deployment of the Green Office Programme in 2001, the inclusion of environmental criteria in public procurement is being promoted in order to reduce environmental impact and stimulate more sustainable production.







The publication of the new European directives on public procurement in April 2004,<sup>1</sup> currently at the stage of transposition to national legislation in the different European Union<sup>2</sup> member states, meant clearing up the uncertainty surrounding how to incorporate environmental and social criteria into public procurement: now, finally a correct legal procedure is available for the incorporation of environmental considerations, beyond compliance with environmental regulations, and, at Spanish State level there is an initial draft law.

Thus, the new European directives delimit the areas of the contracts where environmental criteria can be introduced, from the definition of the subject matter to the reasons for termination, and how to proceed: ↓

- All environmental conditions must be explicitly mentioned in the call for tender or contract specifications.
- They must be drafted respecting the general principles of transparency, non-discrimination and equality of opportunities, especially with regard to award criteria.<sup>3</sup>
- They must be drawn up in accordance with the nature of the object of the contract and must always concern it.

Barcelona City Council has incorporated environmental criteria into its biggest contracts in recent years. Moreover, in 2006 the administrative part of all procurement procedures has been modified to include environmental clauses throughout local authority contracts.

<sup>1</sup> Directive 2004/17/EC of the European Parliament and the Council, of 31 March 2004, coordinating the procurement procedures of entities operating in the water, energy, transport and postal services sectors. Directive 2004/18/EC of the European Parliament and the Council, of 31 March 2004, coordinating the procurement procedures for the award of public works contracts, public supply contracts and public service contracts.

<sup>2</sup> In the case of Spain, on 15 December 2004 the draft law on public procurement was published.

<sup>3</sup> Article 11 of the Amended Text of the Law of Public Administration Contracts.

#### RESOURCES OF THE + SUSTAINABLE CITY COUNCIL PROGRAMME

- Internal technical advisory service to deal with specific enquiries, which, because of their novel character or their very nature, require specialised knowledge.
- Training sessions and specific information on the inclusion of environmental aspects in local procurement, both aimed at people in charge of procurement as well as suppliers and companies.



#### GREENED-UP REGULATIONS AND SPECIFICATIONS

- City Council Measure "Environmentalisation of contracts with local authorities" (2001)
- Amendment of municipal contract type guidelines (2006)



## GOOD PRACTICES ↓

### Procurement with greening criteria

**More and more local departments are incorporating environmental criteria into their contracts. A few examples are given in other sections of this guidebook.**



Up until 2005, the most significant administrative and technical conditions that have incorporated environmental criteria are ↓

- 1 The general standardisation of computer equipment (2001)
- 2 The general standardisation of paper in reams (2005)
- 3 The general standardisation of office supplies (2002)
- 4 The general standardisation of office equipment (2002)
- 5 The general standardisation of furniture (2002)
- 6 The general standardisation of computer consumables (2002)
- 7 Building cleaning contract (2005)
- 8 Several contracts for the procurement of timber (2004, 2005)
- 9 Cleaning and upkeep of public and ornamental fountains (2005)
- 10 Overall supply of fuel and lubricants for vehicles (2005)
- 11 Integral upkeep of public areas (2005)
- 12 Lighting (2005)

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## ENVIRONMENTAL CRITERIA FOR PRODUCTS AND SERVICES ↓

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**The inclusion of environmental criteria into individual technical conditions has been done in the priority areas of the Green Office Programme (paper, cleaning, timber) and also in those for which those responsible have so requested.**

The environmental criteria required are based in today's real market supply and they promote the use of the best available products. Also, in some cases the aim is to provide an incentive for the eco-certification of products, like in the case of timber, through the technical criteria of the specifications.

Environmental criteria, in each case, may be compulsory or may be presented as a voluntary improvement by the bidder and they concentrate on:

- Defining the environmental characteristics of the products being purchased or used during the rendering of service.
- Prohibiting products or substances that have a negative effect on the environment.
- Providing an incentive for the environmental training of the personnel rendering a service, or even the possession of an environmental management system by the bidder (EMAS or ISO 14001).
- Requiring the bidder's responsibility in the proper management of waste when rendering its services.
- Promoting the use of renewable energy and the reduction of ambient noise and pollutant gas emissions.



## FOLLOW-UP INDICATORS ↓

### → Follow-up of greened sets of conditions

As of 2006, there is scheduled to be an annual report evaluating these activities (number of contracts containing environmental clauses, characteristics and relative weight, results).

	1 Computer equipment (2001)	2 Paper in reams (2002)	3 Office supplies (2002)	4 Office equipment (2002)	5 Furniture (2002)	6 Computer consumables (2002)	7 Building cleaning (2003)	8 Timber contracts (2004)	9 Cleaning and upkeep of fountains (2005)	10 Supply of fuel and lubricants (2005)	11 Integral maintenance (2005)	12 Lighting (2005)
EMAS or ISO 14001												
Compulsory criteria (technical specifications)												
Guidance in eco-labels for products												
Environmental criteria as a voluntary improvement												
Exclusion of products or substances												
Bidder's responsibility in proper management of waste												
Other specifications of use, maintenance or health												
Environmental criteria in the execution of the contract												

#### NOTE!

### Procurement within the framework of the Environmental Management System of the Urban Services and the Environment sector

ISO 14001 for the sector establishes in its environmental policy that all of the sector's activities shall comply with environmental regulations in force, shall apply the principle of pollution prevention and shall require that all services contracted shall incorporate environmental improvements. In addition, it establishes that all contracted companies shall also have to comply with this policy: general environmental requirements applicable to contractors hired for specific events or activities, 2003.

This means, for example, that for the conditions applicable to the procurement of the Barcelona fountains cleaning and conservation service, the need for the bidders to include in their technical proposal:

- Water and energy-saving measures
- The use of vehicles with low levels of gas and noise pollution
- Proposals for the reduction, treatment and recovery of waste







## XII Internal awareness-raising and training

Internal awareness-raising actions → Internal information and awareness-raising actions aim to facilitate the learning and change process of local authority staff.





#### RESOURCES OF THE + SUSTAINABLE CITY COUNCIL PROGRAMME

##### Environmental education guides

The Green Office Guide (2000) was the first document to include the measures that can be carried out in order to improve sustainability at the office. The guide was distributed among the City Council's 12,000 workers in order to disseminate the results of the environmental diagnostics work and foment shared environmental change strategies. The Green Office Guide is listed as a good practice in the European Commission's "Ecological Procurement" manual. This "+ Sustainable City Council" Guide updates and expands the contents of said publication.



##### + Sustainable City Council Info

This is the Programme's e-bulletin and it provides everyone with information, news, useful advice and guidance which allow improving environmental practices at the work place. You can subscribe by writing to: [ajuntamentsostenible@bcn.cat](mailto:ajuntamentsostenible@bcn.cat)

→ [ajuntamentsostenible@bcn.cat](mailto:ajuntamentsostenible@bcn.cat)

##### + Sustainable City Council Web

The Sustainable City Council website is a space for the continuous updating of this guide which combines basic documentation concerning sustainable public procurement with other information grouped according to the main areas of action. It was created in 2003 as an innovative experience in the public sphere and has become a point of reference for Barcelona City Council and other public bodies getting internal greening processes underway.

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

##### Email address

The email address [ajuntamentsostenible@bcn.cat](mailto:ajuntamentsostenible@bcn.cat) is a tool for internal communication which can be used to share initiatives, thoughts or make queries as to practices and doubts that may arise concerning the internal greening process.

→ [ajuntamentsostenible@bcn.cat](mailto:ajuntamentsostenible@bcn.cat)

##### Other awareness-raising resources

→ Associated with the different awareness-raising campaigns promoted by the Green Office Programme, resources are elaborated which help to change habits. Some examples are the "on both sides" stickers for photocopiers, the trays for reusing paper or e-Christmas cards. These resources can be requested by writing to

→ [ajuntamentsostenible@bcn.cat](mailto:ajuntamentsostenible@bcn.cat)

In addition, different sectors, districts and institutes have promoted other campaigns among their workers which are also presented in this guide as good practices.



## RESOURCES OF THE +SUSTAINABLE CITY COUNCIL PROGRAMME



### Training activities

**Training activities are a basic aspect in all programmes concerning change towards sustainability since:**

- They make it possible to break with pre-established prejudices.
- They are often a space for debate and discussion where workers pose the doubts and queries that arise when putting measures into practice such as the green procurement of products, selective waste collection or the procurement of services.

### **At the request of sectors, districts or institutes**

Training sessions are organised to explain what the City Council's internal greening process consists of and pays specific attention to some specific fields of work which may be of special interest to the participants.

### **To strengthen actions of change**

These sessions are monographic and are addressed to technicians in charge of implementing the action.

### **In collaboration with Human Resources Management**

Aspects of greening are integrated into the scheduled sessions of specific courses, such as, for example, the course on external services management.





## GOOD PRACTICES ↓

### Procurement with environmental criteria

#### → Special issue of the HR e-bulletin

The Human Resources department has drafted a special issue of its e-bulletin entirely given over to environmental matters. The e-bulletin is available to subscribers and other interested persons on the Human Resources intranet.

#### → Training sessions at Urban Services and the Environment

Within the framework of the ISO 14001 Environmental Management System of the Urban Services and the Environment Sector at Barcelona City Council, in 2004, the Green Office Programme prepared and held two training sessions for the workers of the sector.

The first session dealt with paper, the impacts generated during its manufacture and consumption and the steps we can take to reduce such impacts. The second session, on energy, concentrated on the different energy sources, the Barcelona Energy Improvement Plan, the assessment of the sector's buildings' energy consumption and advice and good practices were offered in order to reduce the consumption of energy in the office.



#### FOLLOW-UP INDICATORS ↓

→ E-bulletin addressees → 470

Number of participants at training sessions so far → 420

Queries via email in one year → 250

#### NOTE!

#### Information desk of the Green Office of Personal Services in Gràcia:

In October 2005, the Green Office Information Desk at the Gràcia Personal Services Building was inaugurated. The Desk gives step-by-step information as to how to print on both sides of paper.

It also lets you give your opinions and proposals.



## XIII The organisation of public events

The City Council's internal greening process goes beyond the local authority offices. The City Council is not just committed to improving the sustainability of the organisation but also intends to spread the practice of sustainability to the citizens, to organisations of civil society and to enterprises.

A good time to demonstrate our commitment to greening is in the organisation of fiestas or other public events where actions like more sustainable mobility, waste reduction and selective waste collection, the use of fair trade products, etc. can be put into practice.





#### RESOURCES OF THE + SUSTAINABLE CITY COUNCIL PROGRAMME

### More sustainable fiestas

- Environmental education guide “Les Festes més sostenibles” (More sustainable fiestas) shows in detail the actions that can be taken in order to green-up public events. It also has a long list of addresses and contact details of suppliers of products and cultural services companies that incorporate environmental criteria into their supply.

### Reusable glass lending service for public events and activities – CRBS

- The Sustainable Barcelona Resource Centre loans reusable glasses and glass washers to municipal offices and for public events (activities taking place in districts, associations, etc.). This service not only allows you to request the glasses but also offers the loaning of glasses and a glass washer as well as a training session which is held at the association or office which has requested the service.

## GOOD PRACTICES ↓

### → Environment Week at the district of Les Corts

Can Deu Civic Centre has also wished to participate actively in the Environment Week and for this reason has organised whole series of free activities during the week: the waste treatment excursion, an urban composting workshop, a walk in Collserola and a community breakfast.

### → The Fiestas Commission for Llibertat street in Gràcia distributes a reusable crockery/cutlery kit

On occasion of the 2004 Gràcia Festivities, the Fiestas Commission of Llibertat street distributed among its members and neighbours a reusable crockery kit comprising a bag, plate, cutlery and glass to be used every time there is a street party (“calçotada”, Saint John, “Festa Major”...). The aim of this initiative is to contribute to waste reduction and to spread responsible consumption.

### → April Fair

Since 2002, Barcelona City Council and the Waste Agency of Catalonia have collaborated with FECAC - Federación de Entidades Culturales Andaluzas en Catalunya – in order to introduce selective waste collection to the April Fair events. With the collaboration of those working at the stalls and stands and volunteers, over the 10 days of fiesta 59% selective waste collection was performed on the 129 tonnes of waste generated.

#### NOTE!



### Greening of the Convention of Barcelona Agenda21 signees

The Convention of Agenda21 signees, which gathered over 300 people, ensured the environmentalisation of the event right from the start of the project. The measures taken concentrated on 21 points, such as providing information as to how to get there by public transport and by bike and car-share possibilities; making rational use of lighting, air conditioning and heating; using reusable crockery and cutlery; avoiding the generation of packaging waste, serving local, seasonal and fair trade products; making identification cards with reusable or recyclable products, rationalising the amount of documentation and the reuse of paper, among others. Thus, with the convention’s ECOMETRE, emissions were calculated and compensation was made through the “CeroCO2” reforestation campaign.





## XIV Environmental management systems: ISO 14001 and EMAS

Another tool in supporting internal greening processes and sustainable public procurement are environmental management systems, whether EMAS or ISO 14001, especially in order to establish environmental improvement targets, regular follow-up and control indicators of the environmental impacts of the processes and activities carried out.

Buses with an environmental management system implanted ↓





## Environmental management of public services

In Barcelona, more and more local bodies are implementing environmental management systems in the management of public services:

### → **Transports Metropolitans de Barcelona – Metropolitan Transport Company**

For the environmental management of buses on the public thoroughfare

### → **Parks and Gardens**

In the management and upkeep of public green areas, road-side trees and the integral management of beaches

### → **CLABSA**

For sewerage management by means of an integrated environmental quality system

### → **Urban Services and the Environment Sector**

In its areas of action, such as: urban cleaning, road cleaning and the collection of urban solid waste, the upkeep of public lighting, the use of groundwater, among others as well as in administrative activities and the maintenance of the building where it is seated.



## Greening of the fountain maintenance and conservation contract

The new contracted company, which is responsible for the city's 1,572 public fountains and 222 ornamental fountains and is managed by the Urban Services and the Environment sector, has incorporated environmental criteria in order to meet the criteria of the Environmental Management System implanted in the sector:



→ **Water-saving measures:** an improvement in the fountain impermeabilisation programme, more fountains with recirculation and the incorporation of new equipment such as sludge vacuuming which allows to clean ornamental fountains more often without having to empty them, more frequent cleaning of the bottom and walls with a mobile treatment device. The contracted company's facilities also have a system for the reuse of water for the cleaning of its vehicles.

→ **Energy-saving measures:** the installation of fibre optics in 4 ornamental fountains with the consequent energy saving, changing incandescent lamps for low-consumption projectors, the contracted company's facilities have solar-powered hot water for the changing room area. In addition, the company's 28 vehicles run on compressed natural gas and the vehicles have been adapted to reduce noise pollution (up to 3 decibels).

**Environmental benefits:** with these measures, water saving of 679,934.85 m<sup>3</sup> is estimated for the end of 2006, once the impermeabilisation process will be completed on all fountains, which will represent a 65.5% saving on the amount of water consumed in 2004. Likewise, 1,643,314 kWh/year will be saved, which may mean up to a 32.1% saving of energy compared to the consumption of electricity in 2004.



## 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 Trià 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.**

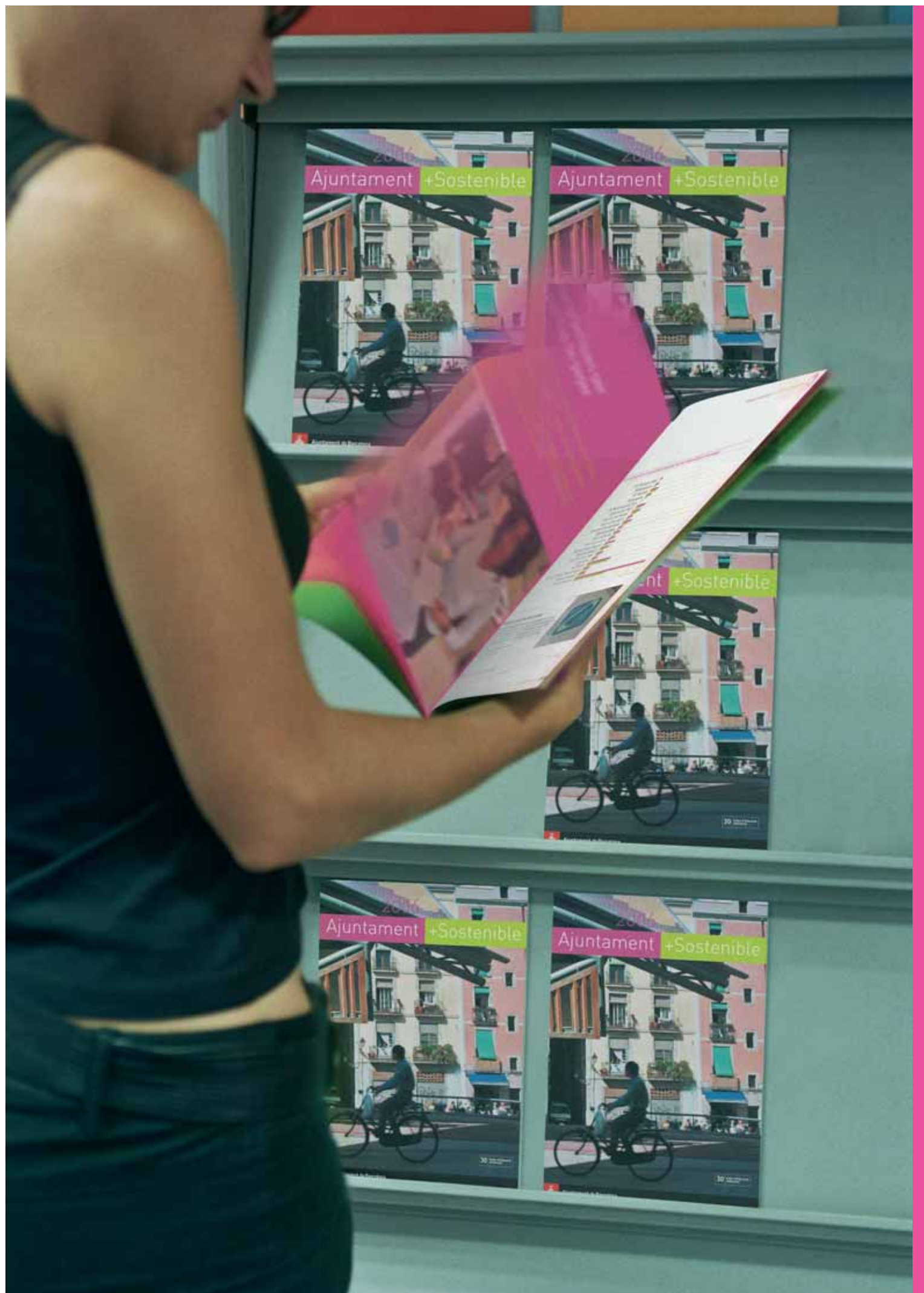
This greening strategy is important for three reasons. First, **to reduce the environmental impact of public activities**, improving the quality of local and global living. Second, because of the **importance of the public sector in the economy**. Public demand may condition and help with the creation, 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.).

Barcelona, January 2006.





## The collection of Environmental Education Guides

Guide 1: Guide to composting  
Guide 2: Let's make biogas  
Guide 3: Sustainable mobility  
Guide 4: Simple proposals of ways to reduce waste  
Guide 5: Green Office Guide  
Guide 6: More sustainable fiestas  
Guide 7: Water and the city  
Guide 8: The less noise, the better  
Guide 9: From city to nature  
Guide 10: Let's get associations to go green  
Guide 11: Guide good environmental union practices  
Guide 12: On your motorbike, ride well  
Guide 13: Guide to energy saving  
Guide 14: Guide to sustainable gardening  
Guide 15: Add a touch of the environment to your union action  
Guide 16: Eco-products in the home  
Guide 17: Learn from the Prestige  
Guide 18: Guide to sustainable Foods  
Guide 19: Barcelona by Bike  
Guide 20: Youth for change  
Guide 21: Pets  
Guide 22: More sustainable mobility  
Guide 23: Birds of Barcelona  
Guide 24: The beaches and coastline of Barcelona  
Guide 25: Green Office for office enterprises  
Guide 26: Enterprise and corporate social responsibility  
Guide 27: Ethical financing and sustainability  
Guide 28: Become a friend of the forests  
Guide 29: 21 bits of advice on a sustainable dwelling  
Guide 30: +Sustainable City Council

You can consult these on our website: [www.bcn.cat/agenda21](http://www.bcn.cat/agenda21)

You will also find them at the Sustainable Barcelona Resource Centre:  
C/ Nil Fabra 20, baixos, tel. 93 237 47 43, e-mail [recursos@bcn.cat](mailto:recursos@bcn.cat)

Barcelona City Council participates, together with another 29 European local administrations, in the Procura+ Campaign, the European Sustainable Public Procurement Campaign, coordinated by the ICLEI.  
[www.procuraplus.org](http://www.procuraplus.org)



All documentation contained herein can be found at the website of the +Sustainable City Council Programme:  
→ [www.bcn.cat/agenda21/ajuntamentsostenible](http://www.bcn.cat/agenda21/ajuntamentsostenible)

Or by contacting us by email at:  
→ [ajuntamentsostenible@bcn.cat](mailto:ajuntamentsostenible@bcn.cat)

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



## Citizens' commitment to sustainability

**Objective 8.10.** I To include environmental criteria and social clauses in public tenders for works and services. To boost green procurement by public authorities.

