

## **Annex I: Role of the Ministry GPP Coordinator**

In line with Contracts Circular N° 20/2015 (dated 12 October 2015), the Director Corporate Services of each Ministry shall act as the Ministry Green Public Procurement Coordinator for all the Contracting Authorities under its remit. The said Director Corporate Services may appoint a representative to act on one's behalf, informing the Directorate for the Environment and Climate Change (GPP Office) of such nominations, and any replacements / substitutes thereof. A list of Ministry GPP Coordinators shall be retained at the Ministry for the Environment, Energy and Enterprise.

The Ministry GPP Coordinator shall ensure that all Contracting Authorities comply with the provisions of the Green Public Procurement Second National Action Plan, specifically the GPP requirements for each Procurement Call.

Accordingly, the Ministry GPP Coordinator shall ensure that the following measures are implemented:

- Screening of Procurement Calls submitted by Contracting Authorities, specifically Calls for Quotations (Estimated Procurement Value  $\geq$  €5,000 excl VAT) and Calls for Tenders (Estimated Procurement Value  $>$  €10,000 excl VAT)
- Ensure the GPP Technical Specifications are adhered to when the Procurement Call falls under the scope of Green Public Procurement
- Ensure that when applicable, the relevant GPP Technical Specifications and the GPP Criteria in a BPQR Table are reflective of each other
- Provide technical assistance and helpdesk in relation to any GPP related queries (under one's remit)
- Identify Procurement Calls not submitted for screening and take follow-up action
- Maintain an updated GPP Quality Assurance Report to be submitted on a quarterly basis, to the Ministry for the Environment, Energy and Enterprise
- Participate in Training Programmes related to GPP
- Encourage officers involved in the drafting and evaluation of Procurement Calls to participate in GPP Training Programmes
- Form part of the Inter-Ministerial Task Force (IMTF)
- Remind Contracting Authorities that the self-certification of the GPP section of the Procurement Originators Form is only one of the measures to verify compliance to the GPP criteria of the Mandatory and Non-Mandatory GPP Product/Service Groups
- Driving the implementation and monitoring of the GPP 2<sup>nd</sup> National Action Plan and ensure the attainment of the overall GPP target across the Public Administration