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A green procurement policy alone will not make things change. An action plan or working programme will help to guarantee its enforcement. The action plan should apply to the specific needs and purchasing practices of your company.

### **Contents**

Your action plan should consider the following:

- Objectives
- Baseline data
- Targets
- Performance indicators
- Actions and procedures
- Timeframe
- Responsibilities
- Sample action plan
- Resources

### **Objectives**

Your objectives should be taken from your environmental procurement policy and should be high level.

### **Baseline data**

Obtaining baseline data will help you to decide where best to focus your efforts. Ask suppliers to provide you with a breakdown of products purchased over a set period. The longer this period spans, the more representative your data will be.

Use this information to identify opportunities to reduce the amount you purchase and the products that have the largest environmental impact. For example, those that cannot be upgraded, reused or recycled. Think about sourcing green alternatives for these products or removing the need to use them in the first place. Use this baseline data to set targets for future improvement.

### **Targets**

If they haven't been defined in the policy, targets should be set in the action plan. If they have been set, the action plan should define targets for a staggered time scale in more detail. Setting measurable targets enables you to benchmark your performance on a regular basis and identify problem areas. Reporting progress against targets is also a way of updating and motivating staff on their performance. All targets should be communicated to staff, as they will be crucial in achieving them. This can be achieved by running an internal consultation when deciding your company's targets.

Start with simple and attainable targets, which can be increased as your environmental policy matures and becomes embedded into the daily practices of your organisation. It is important that targets are achievable and realistic and are set at the highest departmental level within your organisation e.g. department manager supported by the chief executive.

**Performance indicators**

Indicators can apply to the whole organisation or be broken down by department. They must be linked to targets, as they will demonstrate progress in achieving them.

**Actions & procedures**

All implementation activities, training sessions, dissemination activities, monitoring and accountability actions need to be defined, be given a time for their execution and who in the organisation will have responsibility, be involved or affected. This will clearly state the actions and procedures you will implement to achieve your objective by the target date.

**Timeframe**

When developing the timeframe, you should be realistic and practical and take the size, structure and available resources into account.

**Responsibilities**

The company should decide who will be responsible for the overall coordination of the green procurement efforts, for the policy implementation, and who will be responsible for each target achievement.

**More information on writing a green procurement action plan:****Leap**

<http://www.leap-gpp-toolkit.org/index.php?id=3115>

A toolkit provided by the Local Authority Environmental Management and Procurement .

**Mayor of London's Green Procurement Code** <http://www.greenprocurementcode.co.uk/>

A support service for organisations committed to reducing their environmental impact through responsible procurement.