



wwetb
Bord Oideachais agus Oiliúna
Phort Láirge agus Loch Garman
Waterford and Wexford
Education and Training Board



WATERCORPORATE PROCUREMENT PLAN 2025



etbi
Education and Training
Boards Ireland
Boird Oideachais agus
Oiliúna Éireann



**EDUCATION PROCUREMENT
SERVICE (EPS)** LEVERAGING RELATIONSHIPS
TO OPTIMISE VALUE NETWORKS

Document Control

Document Location

This template document is available to download from the ETBI website www.etbi.ie

Approvals/ For noting

1. Corporate Procurement Plan requires the following approvals/ noting:

Name	Approval / For noting	Date approved/ noted
Chief Executive	For Approval	05/09/2025
Finance & Audit Committee	For noting	16/09/2025
ETB Board	For noting	To be on agenda at next WWETB Board of 11/11/2025

2. Appendix 1 – Multi-Annual Procurement Plan (MAPP)

Contact Name	Department	Completion Due date	Date submitted to ETBI
	Procurement Dept	1 st October 2025	

Completed MAPP to ETBI by 1st October annually – contact procurement@etbi.ie for details

Foreword

On behalf of Education and Training Boards Ireland, I am delighted that ETBI has been involved with ETB in updating the ETB Corporate Procurement Plan template launched in April 2019. The *Code of Practice for the Governance of ETBs (CL 0002/2019)* requires ETBs to confirm that a Corporate Procurement Plan (CPP) has been developed and is being implemented in ETBs.



The plan sets aims and objectives for improving on an incremental basis the procurement outcomes for the ETB. It also shows the measures to support the aims of the plan. ETB planning through this Multi-Annual Procurement Plan (MAPP) gives an insight for the board into the capacity of the ETB to remain compliant. I am glad that the guidance produced through the focus group and involving many of stakeholders in ETBs and in the Department has improved ETB's response in this plan.

Paddy Lavelle, General Secretary, ETBI

Foreword

Procurement is a key element of the Government's Public Service Reform Programme. Education spends approximately €1 billion on goods and services annually and it is essential that this money is spent in a way that achieves maximum value for money, adheres to government policy, national guidelines and EU directives for procurement, while providing a sustainable delivery of services for the taxpayer.



The Education Procurement Service (EPS), designated by the Department of Education as Education Sector procurement hub, has developed an excellent relationship with the ETB Sector through the ETBI PSR Unit and through the procurement projects it has delivered in collaboration with ETBs.

In addition to being a requirement under the *Code of Practice for the Governance of ETBs (CL 0083/2024)*, the Corporate Procurement Plan is an essential link in the provision of sustainable, fit for purpose, contracts and frameworks. The CPP template developed by the Education Procurement Service (EPS) and Education and Training Boards Ireland (ETBI) for ETBs, sets out the Board's strategic approach to procurement. The guidelines and supporting documentation in the Corporate Procurement Pack, provide guidance for buyers on the engagement process.

An essential element of the CPP is the planning of the Board's future procurement requirements. This will be facilitated by annually producing a three-year rolling Multi-Annual Procurement Plan or "MAPP". The education sector aggregated MAPP will provide the Office of Government Procurement (OGP) with a detailed list of education's defined future requirements over a three-year period.

The linking of education's requirements to the development of OGP sourcing strategies will provide buyers with contracts and framework agreements tailored to meet education's specific needs.

By following the guidance set out in this document you are facilitating your ETB's compliance with the procurement aspect of the Code of Governance and achieving best value for money for the taxpayer.

Philip Gurnett, EPS Director & Head of Sourcing Education

Introduction by WWETB Chief Executive

On behalf of Waterford and Wexford Education and Training Board, I am pleased to introduce the Corporate Procurement Plan 2025 for our ETB.

The Corporate Procurement Plan and Multi-Annual Procurement Plan (MAPP) in-depth spend analysis will assist WWETB in developing a strategic category of purchases management and an overall organisational approach to procurement. The 'MAPP' will provide detail of what we spend our budgets on and help us forecast expenditure.



The aim of a Corporate Procurement Plan, the 'MAPP' spend analysis, and the development of a category of purchases management strategy is to spend money more efficiently and effectively. This is achieved by strategically managing similar areas of spend and developing expertise in managing/negotiating/building relationships with suppliers to enhance value to WWETB for the benefit of our learners and staff. Value will be measured in the areas of cost, quality, delivery, flexibility and innovation.

Key considerations for the future include sustainable public procurement (including green and socially responsible public procurement), all the while working to obtain maximum value for money for our schools/centres.

WWETB takes its obligations with regard to procurement seriously and welcomes the structure that is being applied at national level to support ETBs in this regard.

Dr. Karina Daly, Chief Executive, WWETB

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1. Introduction

Waterford and Wexford Education and Training Board (WWETB) Procurement Mission Statement, Values and Goals

Our Vision

We aim to become leaders in public procurement through collaborative partnerships with all stakeholders.

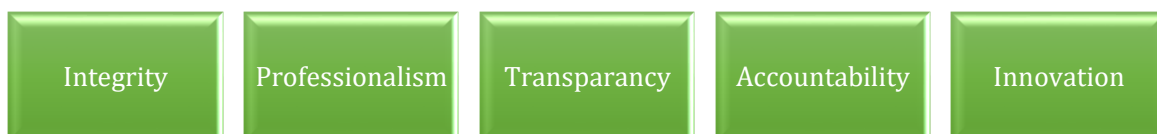
Mission Statement

WWETB is committed to operate its procurement under the national procurement model agreed by government, and the principles of corporate governance outlined in the *Code of Practice for the Governance of ETBs (Circulars 0083/2024)*. This includes use of central and sectoral procurement frameworks and contracts which offer value for money and efficiencies.

In instances where the national procurement model does not have an appropriate mechanism in place for a particular purchase (framework/drawdown), it is the intention of Waterford and Wexford Education and Training Board to comply with the relevant Public procurement guidelines available from the [OGP website](#) and sectorally agreed policies and procedures available from the [ETBI website](#)

We aim to engage with all stakeholders with a view to adding value to the ETB through procurement.

Our Values



Goals

1. To ensure probity and compliance for the procurement of all goods and services
2. To guide stakeholders on the use of procurement processes
3. To achieve VFM for our ETB and stakeholders
4. To achieve excellence in Contract Management

2. Objectives

2.1 Corporate Procurement Plan Objectives

The CPP¹ is a key tool in facilitating the national procurement model in identifying procurement priorities.

Through the OGP and the four key sector procurement functions (Health, Defence, Education and Local Government), the Public Service speaks with "one voice" to the market for each category of expenditure, eliminating duplication and taking advantage of the scale of public procurement to best effect. This move is in line with best practice in the public and private sector and is part of the continuing reform programme being driven by the Department of Public Expenditure and Reform.

The objectives of WWETB CPP and how they will be achieved are set out in the table below:

Objective	These objectives will be achieved in several ways including
<ul style="list-style-type: none">• achieve efficiencies and cost reduction through the procurement process.• achieve the ETB strategy by aligning strategic objectives and procurement requirements.• increase the proportion of spend with contracted suppliers drawn from national frameworks where appropriate.• ensure compliance with all relevant policies and procedures.• increase SME participation in public procurement WWETB tender competitions and where possible EPS and OGP frameworks.• encourage and support Green Public Procurement (GPP).	<ul style="list-style-type: none">• by taking a strategic approach to procurement.• by ensuring compliance with all relevant policies and procedures.• by ETB procurement personnel engaging with the OGP for their procurement solutions.• by informing budget holders of the framework agreements and contracts that are available.• by hosting Supplier Workshops in assisting how to register on e-tenders and providing general information of requirements for tenders. Providing feedback to OGP re current frameworks also.• by utilising Dynamic Purchasing Frameworks and Panels encourage SME participation and value for money.• by sourcing products/services that make good economic and environmental sense and comply with EU regulations. Assign marks under award criteria for green initiatives where appropriate.
<ul style="list-style-type: none">• enhance leadership, governance, awareness and skills within the procurement function.	<ul style="list-style-type: none">• by providing appropriate and periodic training to budget holders on

¹ The requirement to develop and implement a Corporate Procurement Plan is set out in the Circulars 0083/2024, Code of Practice for the Governance of Education and Training Boards 2024.

<ul style="list-style-type: none"> • support an efficient procurement function across the organisation. 	<p>procurement policies, procedures and best practice; and</p> <ul style="list-style-type: none"> • by engaging budget holders with the development and implementation of the Corporate Procurement Planning process.
<ul style="list-style-type: none"> • deliver a common, corporate process of strategic sourcing, supplier relationship development and contract management that supports the national procurement model. 	<ul style="list-style-type: none"> • by establishing and assigning clear roles and responsibilities. • by completing the Multi-Annual Procurement Plan (MAPP) (Appendix 1) and sharing it with ETBI. • by complying with the processes set out in the national procurement model. • by developing supplier relationships and monitoring the quality and delivery of goods and services; and • by reference to guidance in sections 3 and 4.
<ul style="list-style-type: none"> • Implement a category management approach to procurement across the ETB; 	<ul style="list-style-type: none"> • by aligning (where possible) the general ledger and the category management approach to procurement; and • by adopting a consistent approach to procurement and the raising of purchase requisitions and purchase orders on the finance system.
<ul style="list-style-type: none"> • support the Department of Public Expenditure and Reform (DPENDR) by implementing their strategies such as the national Procurement model to increase procurement efficiencies and e-invoicing to further enhance efficiencies and value for money. 	<ul style="list-style-type: none"> • by utilising the procurement solutions and guidance put in place. • by implementing a multi-annual procurement plan (refer Appendix 1). • by implementing e-invoicing; and • by sharing feedback with the OGP on areas of potential improvement.

2.2 Sustainable Public Procurement

Green Public Procurement (GPP) is defined as a process whereby public bodies seek to procure goods, services and works with a reduced environmental impact throughout their life-cycle when compared to goods, services and works with the same primary function that would otherwise be procured.

Sustainable Public Procurement is a wider concept than GPP, in that it includes economic considerations as well as socially responsible public procurement. Public sector bodies are encouraged to consider the scope for including wider sustainable considerations, including socially responsible public procurement (SRPP), in their procurement. SRPP and GPP can be

used in tandem or separately, depending on the subject matter of the contract and the outcome of the preliminary market consultations.

The Office of Government Procurement (OGP) has published '[Opportunities and approaches for Sustainable Public Procurement – A reference for public procurement practitioners and policy makers](#)'. This reference, for the first time, brings together in one place the wide range of international, European Union, and national policies and guidance across both green and socially responsible public procurement.

Circular 17/2025: Updated Green Public Procurement Instructions for Public Sector Bodies

The purpose of this Circular is to provide updated instructions to government departments and the public sector regarding 11 of the 54 actions included in Buying Greener. This replaces Circular 20/2019. The Green Public Procurement Strategy and Action Plan 2024-2027 (*Buying Greener*) sets out new Green Public Procurement (GPP) obligations.

Waterford and Wexford Education and Training Board will, on a continuous basis, review different procurement processes to promote the green and social procurement considerations, use as an award criterion and what is available under the circular economy and promotion of reuse and repair.

3 Structure of Procurement within the ETB

3.1 WWETB Hybrid Procurement Structure

Definitions of the three Procurement structures outlined as follows:

- a structure chart setting out how procurement is managed within ETB sector:
 - Centralised – all procurement is managed through a central procurement function within an ETB.
 - Devolved – all procurement is managed by the relevant budget holder; and
 - Hybrid - procurement up to €50,000* value is managed by the relevant budget holders with procurement over €50,000* being managed centrally.

* Amended thresholds as per Circular 05 2023.

WWETB presently has a **hybrid procurement structure**.

The Procurement Manager and team are responsible for procuring all products/services over €50,000 which involves publishing several tenders each year, preparing specifications, publishing and evaluating same.

Budget holders in schools/centres are required to notify Procurement Team of purchases over €40,000 where the team will consider whether a tender process rather than quotation is required. The procurement team are working towards Procurement Workplan of tenders and projects identified for current calendar year.

EU Directive – Article 5.2

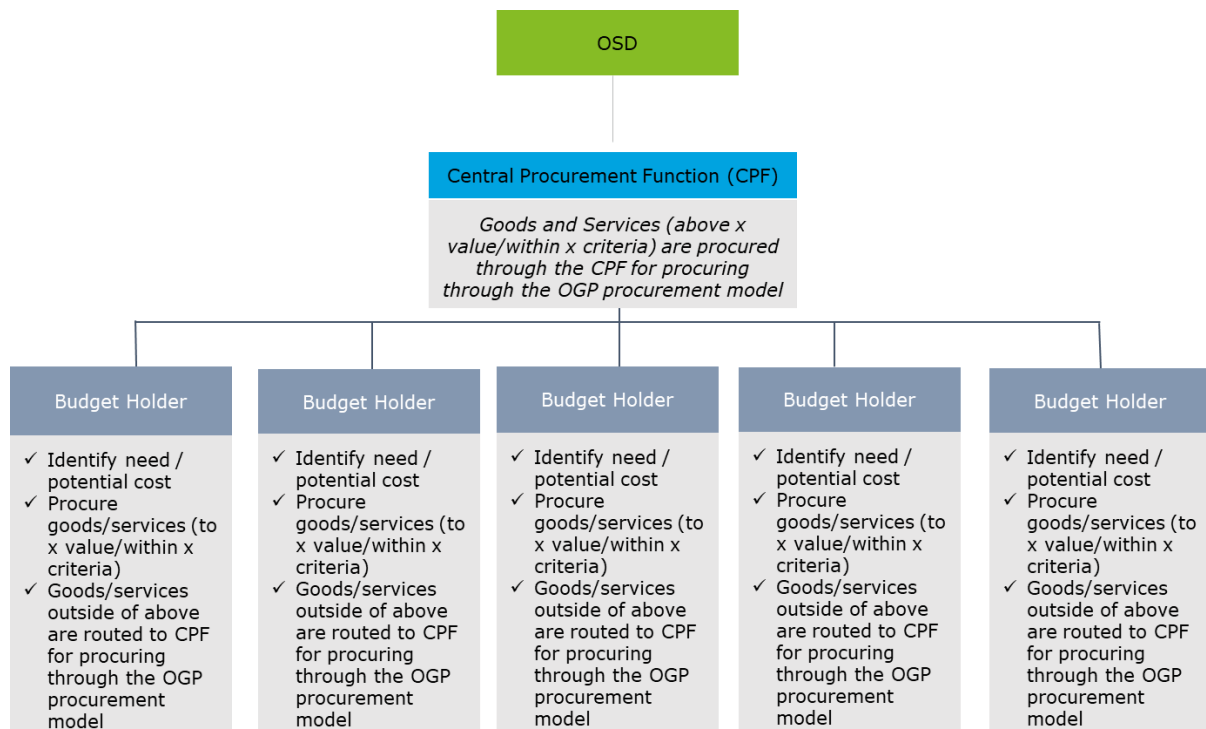
Under Article 5.2 (Article 5.2 (Recital 20) of the EU Procurement Directive 2014/24/EU and sub-sections of Section 6 of SI No 284/2016) it states, *“That where a separate operational unit is independently responsible for its procurement, or certain categories thereof, the values may be estimated at the level of the unit in question”*.

In that regard, the Department is satisfied that a school and/or centre established and maintained by an ETB can be objectively considered “operational units” as set out in Article 5.2 in circumstances where the school or centre

a) runs the procurement procedure, makes the buying decision and concludes the contract and, b) has a separate budget at its disposal from which the goods or services concerned are paid.

In this instance the procurement team are supporting schools and FET centres with devolved procurement spend where it is deemed appropriate.

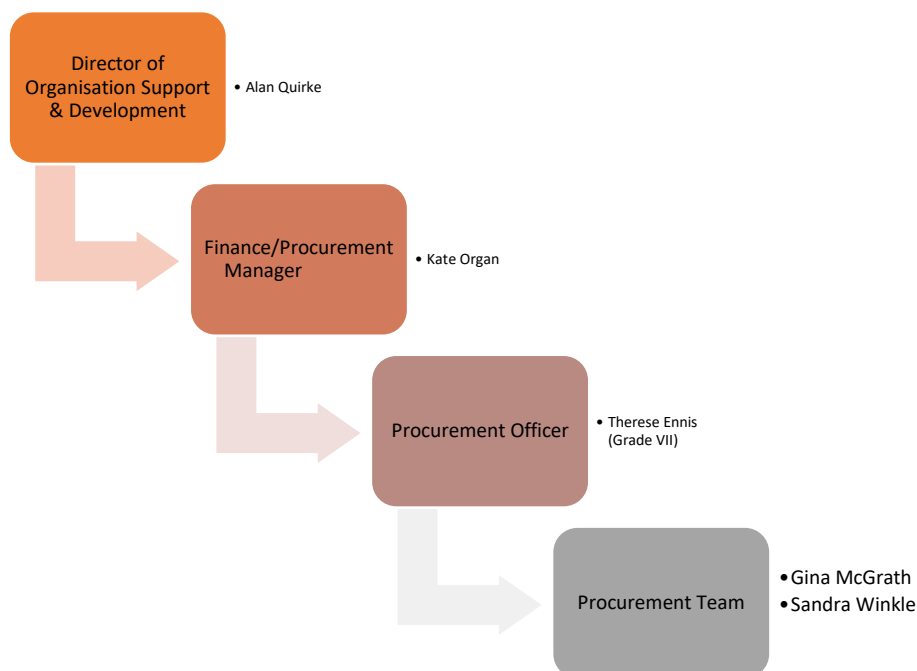
WWETB's Hybrid Structure



* Current value with Central Procurement Function is over €50,000 excluding VAT and criteria specific to each tender competition requirements.

Organisation Chart:

The Procurement Team is managed by a Procurement Officer (Administrative Officer Grade VII) who presently reports directly to APO Finance/Procurement and the Director of Organisational Support and Development. The Procurement team has a Grade VI (Senior Staff Officer) and one Clerical Officer.



3.2 Role of Central Procurement Function

The Procurement Manager and team are responsible for procuring all products/services over €50,000 which involves publishing several tenders each year, preparing specifications, publishing and evaluating same.

Budget holders in schools/centres are required to notify the Procurement Team of purchases over €40,000 where the team will consider whether a tender process rather than quotation is required. The procurement team are working towards a Procurement Workplan of tenders and projects identified for the current calendar year.

The Procurement Manager must prepare the Corporate Procurement Plan, report on non-compliant spent in the Statement of Internal Control (SIC), prepare MAPP spend analysis, provide a Contract Register and identify non-compliance for C&AG and internal auditors each year. The Procurement Team assists in spend analysis where key tender projects are identified to complete. The Procurement Manager must also now report on the usage of Centralised Procurement Arrangements.

The Procurement team are supporting devolved procurement with our schools/centres under Article 5.2.

The Procurement team will manage the Tender Contract Management (TCM) for goods and services, and the buildings team for building contracts. The Tender and Contract Management module is an end-to-end tender and contract management software solution that will integrate with Sun Systems FMS and the DCS P2P system. The solution's predominant function will be to record the lifecycle of tenders, supplier submissions, the awarding of contracts to suppliers and the configuration of framework contracts. Following the award of a contract, the TCM system will feed the contract details to the P2P system.

Contract Management issues at school/centre level will be managed by schools/centres in the first instance and where issues are ongoing, they will be addressed by the Procurement team. Overall contract management of existing suppliers under OGP/EPS Frameworks and WWETB competitions will be managed by the Procurement team. The Procurement Team hold supplier engagement workshops to assist potential suppliers in tendering for competitions. The Procurement Team also hold workshops with budget holders and admin staff involved in purchasing goods/services for schools and centres on Procurement thresholds, updates on contracted suppliers etc.

3.3 Role and responsibility of Budget holders

Budget Holders have authority to incur expenditure on behalf of WWETB within the limits of their notified budgets and the thresholds (as per WWETB Procurement Policy). They have day to day responsibility and accountability for ensuring that the Procurement Policies and Procedures are applied to all purchases of goods and services within their defined authority. They must use OGP National Frameworks/and other Central Contract Suppliers of WWETB where available. The Procurement handbook issued by the Procurement Department outlines guidance on procurement procedures, and the WWETB contracted suppliers list and user guides are available on the staff hub for information purposes for budget holders.

For schools/centres under the P2P creditors system Budget holders must retain supporting documentation for quotes as per procurement thresholds and upload supporting documentation on creditors system.

It is the responsibility of the budget holder:

- to develop the key specifications and identification of the qualitative criteria for their request for quotes and tenders developed for their school/centre.
- and each person involved in procurement in the school/centre to keep up to date on changes to procurement guidelines/thresholds, regulations, circulars and to implement them ensuring compliance with public procurement guidelines.
- to utilise the national procurement model and the frameworks where available for all procurement spend.
- to retain all supporting procurement documentation (e.g., quotes, tenders).

3.4 Role and responsibility of Others

1. The Chief Executive is the Accounting Officer for WWETB.
The two Directors of Organisation Support and Development are responsible for the Governance and Management of the ETB's administration and oversee the management of WWETB's resources across the Finance, Human Resources, and Corporate Services (including Buildings and ICT functions).

The two Director of OSD roles are assigned as follows:

Director of Organisation Support and Development (Finance and Procurement)

Director of Organisation Support and Development (Human Resources and Corporate Services (including Buildings))

2. WWETB management and ultimately the Board should ensure that there is an appropriate focus on good practice in purchasing and that procedures are in place to ensure compliance with procurement policy and guidelines. It is the responsibility of the Board to satisfy itself that Executive Management is fully conversant with the current value thresholds for the application of EU and National Procurement Rules and that the requirements for public procurement are adhered to. Where local procurement is necessary, competitive tendering should be standard procedure in the procurement of ETBs. The Board is ultimately responsible for ensuring that the Chief Executive has instituted an adequate and appropriate system of internal control, including risk management and corporate governance, in WWETB. The work of the Audit and Risk Committee will assist the Board in this function.

3.5 Procurement webpage

The Procurement Policy is available on the WWETB website. A Contract Supplier list outlines a range of products/services from OGP/EPS frameworks utilised by WWETB and WWETB contracted suppliers is available on the staff hub under the Procurement Section. Specific contract awards are also emailed to schools/centres.

3.6 Systems and Training

- *A review of the systems in place to support the operation of procurement within the ETBs was undertaken by the Procurement Forum. A TCM system was approved by ESBS and is being rolled out to ETBs at present. The IT system required includes a contract management system (CMS) that would also support the 'contracts database/listing for all*

contracts/payments in excess of €50,000², [the DPER Circular 14/2021](#)³ and [e-Invoicing](#)⁴.

- The **Tender and Contract Management (TCM)** module is an end-to-end tender and contract management software solution that integrates with Sun Systems FMS and the DCS P2P system. The solution's predominant function is to record the lifecycle of tenders, supplier submissions, the awarding of contracts to suppliers and the configuration of framework contracts. As part of this roll out WWETB have recently completed a period of internal training workshops, UAT testing and data upload activities to now be in the position to switch on the integration between the new TCM system and the P2P system. Following the award of a contract, the TCM system will feed the contract details to the P2P system. The purchaser must now select the correct Purchasing Contract Number from the new dropdown field on the Order Screen in P2P when processing an order.
- **P2P purchase system - Compliance verification:**
A recent module introduced on existing creditors system to display facility where budget holders/key admin staff can order from WWETB contracted suppliers on the creditors system from catalogues. Approved suppliers have star rating. Where purchases/services do not have contracted supplier, creditors system requires appropriate evidence of quotations sought as per procurement thresholds prior to purchase order approval.
- Training and staff development in good practice procurement methodologies will continue for both Central Procurement Function staff and those personnel [budget holders] with procurement functions within departments in order to strengthen the level of competencies and skills of procurement practitioners. This may include the following:
 - How to operate under the national procurement model.
 - How to develop your goods/service specification.
 - How to manage disclosures of interest and potential conflicts.
 - What award and evaluation criteria to select.
 - How to evaluate tenders, what techniques could be applied including whole life costing; and
 - How to engage in the procurement process in a transparent, fair and equitable manner.
- The Central Procurement Function (CPF) will continue to raise awareness of the complex regulatory framework associated with public procurement in addition to providing training to personnel with responsibility for procurement within departments.

3.7 Key areas of concern / Common issues / Lessons Learned

The following issues/ common procurement concerns have been identified.

Procurement Support Request (PSR)/Supplementary Request for Tender (SRFT)

² Public procurement Guidelines for Goods and Services July 2017

³ Arrangement for Digital and ICT-related Expenditure in the Civil and Public Service

⁴ European eInvoicing Directive (2014/55/EU)

- ETBs should complete the PSR/SRFT ETBs should complete the PSR/SRFT⁵ Helpdesk where OGP contracts are available and appropriate and in a timely basis [refer to the OGP Client proposition], this commences the procurement process. Dependent on the complexities of the tender process this may take from 10 weeks to 6 months with the OGP. Where frameworks do not meet the specification requirements WWETB will go to tender directly.
- The responsibility for sourcing goods/services is with the OGP or the sector Hub other than where PSRs are returned for self-procurement or where frameworks are not available with OGP or the sector hub where the responsibility will revert to the ETB to procure.
- Where goods/services are not available from OGP or do not meet our specific requirements, WWETB will tender for the goods/services themselves. Where the OGP or sector Hub framework contracts do not meet our requirements or deliver value WWETB may tender on behalf of WWETB or make a case under Article 5.2 devolved procurement

Contract Management

- Whilst there is a contract template available (contact OGP Customer Service Helpdesk), responsibility for creating, signing and management of the contract rests with the ETB, this includes the identification of key performance indicators (KPIs) that should go into the contract.
- As a rule, contracts with suppliers should be utilised where possible, to develop efficiencies in procurement. When considering procurement, the long term (3 or 4 years) and aggregation for the supply of the goods/services should be considered rather than addressing the immediate supply need.
- When utilising an OGP Framework Agreement or an OGP drawdown solution, a contract needs to be put in place with the supplier and the responsibility for this rests with the ETB. The OGP Customer Service Helpdesk can advise on the procedure to follow; and
- Ongoing monitoring of the contract by budget holders is important to ensure agreed services and performance levels are delivered and rates are being applied by the supplier.

Supplier Relationship Development

- Strong relationship management with suppliers is vital to ensure the smooth and efficient management of contracts. Management of supplier relationship forms an important part of the contract management process and best practice dictates that it should be operative for all contracts especially where the nature of the goods or services supplied are recurrent.
- Meeting with the supplier will facilitate both parties to set out their requirements and expectations to ensure the required goods and services are provided as and when required. If not already formally documented as part of the tender or service level agreement (SLA) process, they should be documented to facilitate ongoing monitoring of the supplier delivery of the goods/service contract.
- Periodic meetings with the supplier will provide both parties with an opportunity to raise issues to enhance the quality of service being provided. These should be documented and shared with the supplier and should include any agreed actions to be taken. They will also assist in building a relationship with the supplier.

⁵ These can be located on the OGP website or through the OGP Customer Service Helpdesk

- At least annually, a formal review of performance management should be undertaken against the criteria set out in the tender document and/or SLA to evaluate the quality, service and value for money being obtained. The output of the performance review should support the decision to continue the contract (where appropriate) or to initiate a new tender process where appropriate.
- Where contracts are part of a Framework Agreement or a Drawdown solution put in place through the OGP, it is also important that output from monitoring the contract delivery is made known to the OGP through the Customer Service Helpdesk.

ETB Representation in the National Procurement Model

- When requested by the OGP/EPS/ ETBI, ETBs have a responsibility to provide representation:
 - to category councils on behalf of education to develop category strategy; and
 - to sourcing teams to evaluate potential framework bidders.

4. Procurement Guidelines

Set out below is a list of reference documents to assist WWETB's procurement.

Guidance Source	Detail
WWETB Procurement Policy	WWETB Procurement Policy outlines our procurement thresholds and guidance for staff on procurement rules and obligations.
Circulars	Department Circulars are issued relating to procurement by the Department of Public Expenditure and Reform and previously the Department of Finance. These circulars are also available through the ETenders website below.
ETenders	This website is a central facility for all public sector contracting authorities to advertise procurement opportunities and award notices.
Office of Government Procurement	This website provides access to the Buyers Zone which lists the framework agreements and the drawdown arrangements that are in place, and which should be used where appropriate.
Public procurement guidelines	<p>This guideline should be followed where the OGP does not have a procurement mechanism in place for the purchase being made. The latest version of this document can be found in both the OGP website and the ETenders websites. This document has several valuable resources included. The table of contents for the Guidelines are set out below:</p> <ul style="list-style-type: none"> • Key Principles • Encouraging SME Participation • Environmental, Social and Labour Provisions • Main Phases of Public Procurement <ul style="list-style-type: none"> ○ Pre-tendering phase ○ Below Threshold – National Guidelines ○ Above Threshold – EU Rules ○ Framework Agreements ○ Electronic Procurement • Monitoring and Reporting • Freedom of Information • Contacts • Glossary

Guidance Source	Detail
	<ul style="list-style-type: none"> • Frequently Asked Questions • Key Documents / Websites • EU Thresholds • Model Letters for below Threshold • Light-Touch Regime • OJEU Time Limits in the 2016 Regulations • Model Letters for Above EU Threshold • Checklist for Procurement and Contract File • Disclosure of records – Information Commissioner
National Public Procurement Policy Framework	<p>The National Public Procurement Policy Framework (2018) consists of 5 strands:</p> <ol style="list-style-type: none"> 1) Legislation (Directives, Regulations) 2) Government Policy (Circulars etc.) 3) Capital Works Management Framework for Public Works 4) General Procurement Guidelines for Goods and Services 5) More detailed technical guidelines, template documentation and information notes as issued periodically by the Policy Unit of the OGP
ETB Procurement Policy & best practice guides	Sectorally agreed policy and templates are available via the ETBI website
Code of Practice for the Governance of ETBs	Section 8 sets out standards for governance of procurement
Capital Works Management Framework and Dept of Education Guidance	The Capital Works Management Framework (CWMF) is a structure that has been developed to deliver the Government's objectives in relation to public sector construction procurement reform. However, as the Department of Education are the main funding body for building works to ETB schools, the DoE have taken the CWMF documents and tailored them to suit school building (Works) projects

It is the responsibility of each person involved in procurement to keep up to date on changes to procurement guidelines/thresholds, regulations, circulars and to implement them ensuring compliance with public procurement guidelines.

5. Corporate Procurement Plan timing, retention and distribution

5.1 Corporate Procurement Plan Format

The Corporate Procurement Plan (CPP) document is in two parts as follows:

The CPP	The CPP will set out the ETBs mission, values and objectives in respect of procurement and its commitment to compliance with the national procurement model agreed by government. The plan will set out how the ETB plans to achieve these and will set out the roles and responsibilities of staff involved in the procurement process.
Appendix	The Multi-Annual Procurement Plan will have the analysis of anticipated procurement requirements by year/category and spend. The appendix should be sent to ETBI for sectoral collation and onward submission to EPS in order to inform analysis of future education sector procurement requirements.

Timing

The Corporate Procurement Plan and the Multi-Annual Procurement Plan is to be completed and submitted to ETBI no later than 1st October annually. The Multi-Annual Procurement Plan should be submitted to ETBI by no later than 1st October of each year thereafter. ETBI will aggregate requirements across the ETB Sector and provide EPS with a detailed list of the future requirements over a three-year period. The timing of the Multi-Annual Procurement Plan will facilitate the completion of 'Start of Year' ICT related expenditure requirements, under DPER Circular 02/2016.

Retention

The Corporate Procurement Plan once completed should be retained where staff have online access to it.

Distribution

To achieve maximum value and benefit from the Corporate Procurement Plan, once it is completed, the appendices to the Plan should be distributed to the following:

- Internally
 - All budget holders; and
 - All staff involved in procurement.
- Externally
 - PSR Manager, ETBI

Once the information is collated by ETBI, it will be made available to the EPS for sectoral planning and operational purposes including onward submission to the OGP.

On request (during a review/audit etc.), the Corporate Procurement Plan and appendices will be made available to ETBI, Department of Education, IAU and the C&AG, but not limited, for a compliance and governance oversight perspective.

6. The Multi-Annual Procurement Plan

To inform the Multi-Annual Procurement Plan (MAPP) (Appendix 1) of the ETB, several tools should be applied such as a review of the historical spending profile, identification of high volume/low value procurement transactions, a review of future procurement requirements aligned to the annual budget and procurement in relation to the longer-term strategic plan of the ETB.

It is acknowledged that the process to develop the MAPP will take an investment of time in year 1 as collating the data for the foundation year is critical to the value that can be obtained from the plan in future years.

During the year, organisational priorities may change resulting in changes to procurement priorities. These changes should be maintained in the MAPP to ensure it remains relevant and up to date.

All items with a projected cumulative spend of €50,000 over the 3-year period should be included in the MAPP. If spend is approaching the €50,000 or if in doubt of the value of spend, it is suggested that the item be included in the MAPP.

In addition to the above, circular 02/2016 indicates that ICT related spend take into account the whole of life cost and must estimate any potential cost for any associated or follow-on projects.

Historical Spending Analysis

The purpose of the spend analysis is to:

- Inform the drafting of the MAPP
- Support the high-level strategies for the identified categories of spend
- Identify opportunities for improvement in terms of saving costs
- Identify opportunities for working in a more efficient manner
- Identify a number of Key Performance Indicators that can be used to monitor review the impact of implementing the MAPP

To inform the drafting of the MAPP, analyse a minimum of 1 year's historical spend records⁶ to identify:

- Categories of spend; and the
- Amount of spend by category.

The identification by category and category spend can be undertaken initially by reference to the General Ledger. Once this is completed, a more detailed review on the categories/product group will be required to identify product code descriptions (if not already established) facilitating the identification of various purchases. We set out below an example of a Product Group and Product Code Descriptions.

Example:

Product Group:	AUDIOVISUAL/MULTIMEDIA/EVENTS	COMPUTING, IT, TELECOMS
Product Code Description:	AV EQUIPMENT	DESKTOP PRINTERS
Name of product	Projector	-

⁶ Recommended best practice is to include historical analysis of 3 years. However, the CPP focus group note the varying capacity of current ETB FMS in the Sector to yield detailed spend analysis

The output of the above analysis will identify the purchases that have been made over the last year by product group, product code description and name of product and this information should be populated into the template in Appendix 1. When populating the amount, please ensure that the figures do not include VAT.

Taking the information now populated in Appendix 1, the following should be undertaken:

- Establish how the goods/services are procured (e.g. OGP Framework, OGP Drawdown, Mini-competition, Sectoral procurement, ETB own arrangement);
- Identify purchases of key importance either by difficulty to acquire, risk or criticality;
- Identify the incumbent suppliers providing the goods/services;
- Identify the contract renewal date; and
- Identify where appropriate who is responsible for each procurement / contract renewal.

Analysis of High Volume / Low Value Purchases (optional exercise)

By identifying purchases that are of low value but high volume across the ETB, it may highlight potential areas where procurement could be more efficient. The purpose of this analysis is to identify if there is a more efficient way to procure those goods and services. The steps are as follows:

- Extract a report identifying all purchase orders by product group, product code description and supplier;
- By product group, product code description, identify the number of purchase orders and the total spend by supplier;
- Populate the details into the spreadsheet in Appendix 1 including the number of POs raised.

Review of Future Procurement Requirements

Having completed the historical analysis, the ETB SMT should be provided with the draft MAPP and asked based on the completed budget for their functional areas to identify the future procurement requirements for their areas. These procurement requirements should be aligned to the annual budget for the coming year, projected procurement requirements for a further 2 years in addition to being aligned to the ETB Strategic Plan as follows:

- Using the past analysis of spend by product group, amend to reflect projected procurement requirements for the next three years.
- Identify purchases that were 'once off' or that do not require renewal.
- Identify any new Goods / Services to be procured over the next three years either on a recurring basis or purchases of a once off basis
- Identify purchases of key importance either by difficulty to acquire, risk or criticality.
- The anticipated cost per annum of the Goods / Services to be procured; and
- The month and year the Goods / Services will be required if not already a recurring procurement requirement, and document if there is a timeline that must be met.

Once this information is collated from each organisational pillar, it should then be collated on behalf of the ETB.

7. Setting ETB Targets and Key Performance Measures

Targets and Key Performance Indicators aim to align WWETB with the national procurement model agreed by government and the objectives outlined at 2.1 They also align procurement objectives with the ETB's own strategic objectives. It is the aim of WWETB that all procurement targets and KPIs aim to fit with the SMART goal model. This model is designed to ensure that objectives are

S – Specific.

M – Measurable.

A – Achievable.

R – Relevant; and

T - Timely.

WWETB KPIs include:

- Timely submission of MAPP to ETBI by 1st October of each year for sectoral collation
- Improvements in compliance (e.g. number of/ % of >€50K spends identified through MAPP that are now comprehended by procurement process)
- Engaging stakeholders with procurement:
 - Number of briefing sessions on procurement to non-procurement personnel
 - Procurement as an agenda item on all SMT meetings in both in head/sub-offices and in schools and centre
 - Initiatives to engage SMEs in ETB procurement / number of SMEs responding to ETB tenders/ No of winning ETB tenders Number of SMEs engaging in ETB-run procurements
 - Supplier Workshops to assist SMEs to register and apply for potential competitions on Etenders.

Other targets outlined on the WWETB Strategy Statement 2023-2027 are as follows:

. 1.1.17 Structure in place to support contract management within procurement function.

. 5.7.3 Procurement to move away from cost to sustainability as a measure of value.

. 6.3.1 Procure services to deliver transformational projects.

Ongoing evaluation of procurement requirements

The TCM system went live for WWETB in early February 2025, with report training carried out in March 2025. WWETB run bi-annual spend reports from TCM as well as Finance spend analysis reports to highlight areas of possible non-compliant spend.

These aim to identify any instance where a threshold has been breached or any supplier nearing a threshold that would require either 3 quotes, a tender (national or OJEU) process to put in place. We also aim to implement a trigger on our finance system to alert where a supplier is nearing a threshold, thereby enabling us to effectively manage procurement within our ETB. This trigger mechanism is similar to the alert system ETBs would have in place to alert them of suppliers reaching the spend value that requires a Tax Clearance Certificate.

Additionally, where suppliers are reaching the threshold values, we look to update Appendix 1 of this document.

Appendices

- Appendix 1 Multi- Annual Procurement Plan*
- Appendix 2 Structure of Procurement within ETBs*
- Appendix 3 Updated KPIs*

Appendix 1 Multi Annual Procurement Plan Template

This Multi-Annual Procurement Plan (MAPP) template should be completed and updated on an annual basis. The Plan should be based on projected procurement for a rolling three-year period. All items with a projected cumulative spend of €50,000 over the 3-year period should be included in the MAPP. If spend is approaching the €50,000 or if in doubt of the value of spend, it is suggested that the item be included in the MAPP. The Plan once completed should be submitted to ETBI for sectoral collation **no later than 1 October each year**. Also note that there may be instances where the volume of procurement transactions is high, but the value is less than €50k and placing such procurement under a Framework may provide efficiencies throughout the Public Sector. In addition to the above, please note that circular 02/2016 indicates that ICT related spend take into account the whole of life cost and must estimate any potential cost for any associated or follow-on projects. When completing this schedule if guidance is required, please refer to your ETB Corporate Procurement Plan in the first instance. For guidance on the category of spend, please contact the OGP Customer Services Support Helpdesk. Please note that ETBs may add additional columns to this spreadsheet for internal monitoring purposes, however, only these columns (below and in the accompanying template) are required to be sent to ETBI for collating. The MS Excel template for this schedule will be available on the procurement section of the ETBI website or by contacting procurement@etbi.ie

ETB Name	Product Group <i>(Select from the dropdown menu available)</i>	Product Code Description <i>(Select from the dropdown menu available)</i>	Name of Product / Service <i>(If not listed in column B)</i>	Description of Requirement <i>(If not listed in Column C)</i>	Current contract - Is it: <i>(Select from the dropdown menu available)</i>	If own / other contract, please specify reason <i>(Select from the dropdown menu available)</i>	Current contract Expiry date <i>(If applicable)</i>	Contract extension option <i>(Please specify term remaining available)</i>	Date Goods / Services Required by	<i>(Optional)</i> For Low value / High Volume transactions - No of Procurement Transactions	Estimated Annual Contract Value (excluding VAT) 2019 €	Estimated Annual Contract Value (excluding VAT) 2020 €	Estimated Annual Contract Value (excluding VAT) 2021 €	Estimated Annual Contract Value (excluding VAT) Cumulative value €	Expenditure Type <i>(dropdown menu available)</i>	Comment
XETB	UTILITIES	ELECTRICITY			National Framework Agreement /		DD/MM/YYYY	1	DD/MM/YYYY		€ 125,000	€ 125,000	€ 125,000	€ 375,000	Recurring	
	BUILDINGS, ESTATES AND FACILITIES MANAGEMENT	FURNITURE - LOOSE			Own Contract	Pre National Framework Agreement / Contract	DD/MM/YYYY	0	DD/MM/YYYY		€ 30,000				Once-Off	kit out for new school

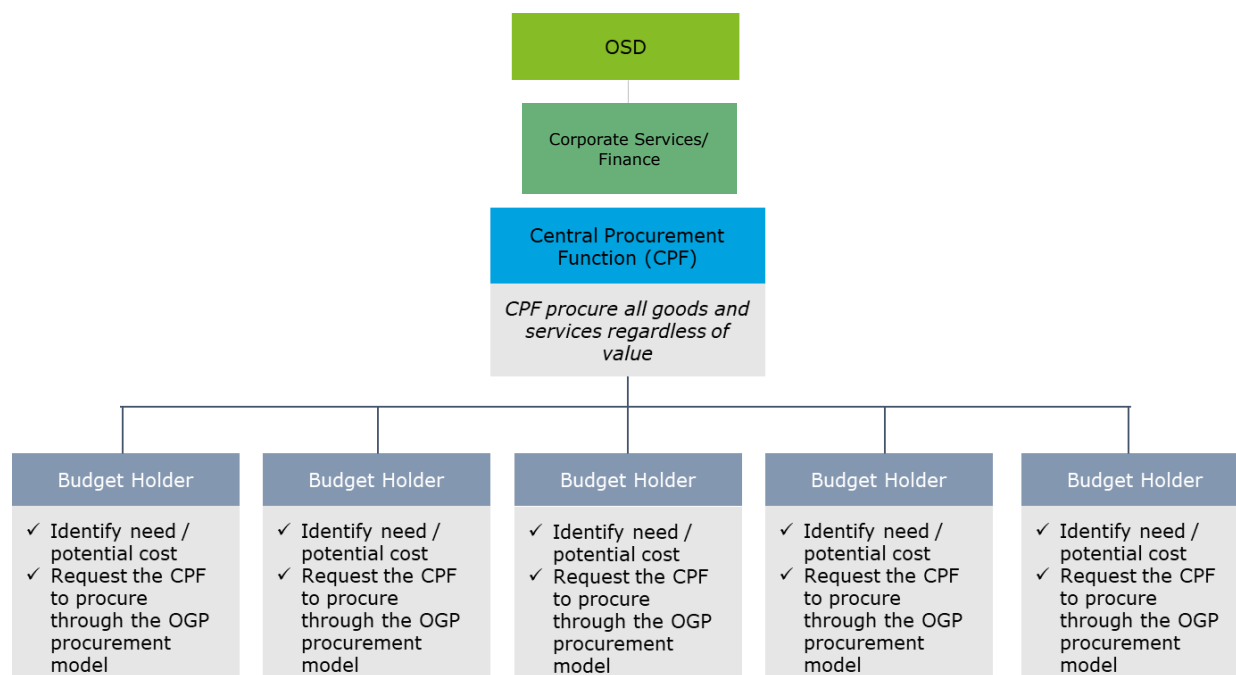
For queries relating to the completion of the Multi Annual Procurement Plan, please contact: eps.mail@ul.ie ; procurement@etbi.ie

* When populating the amount, please ensure that the estimated figures **do not** include VAT.

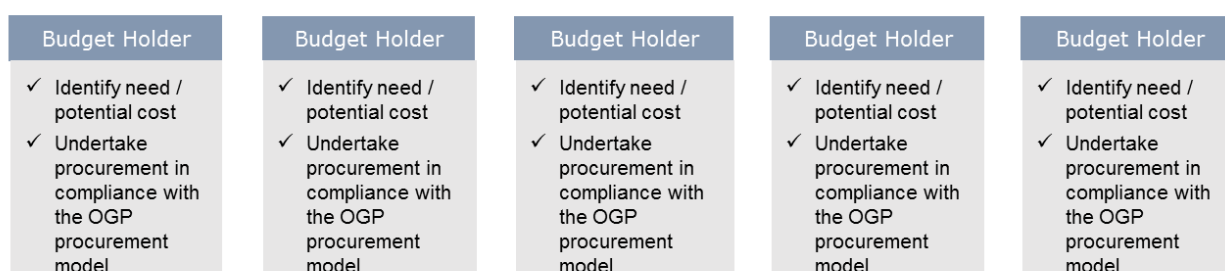
Set out below are examples of Procurement structures within Public Sector Bodies:

1. Centralised Procurement Structure.
2. Devolved Procurement Structure; and
3. Hybrid Procurement Structure.

1. Centralised Procurement Structure

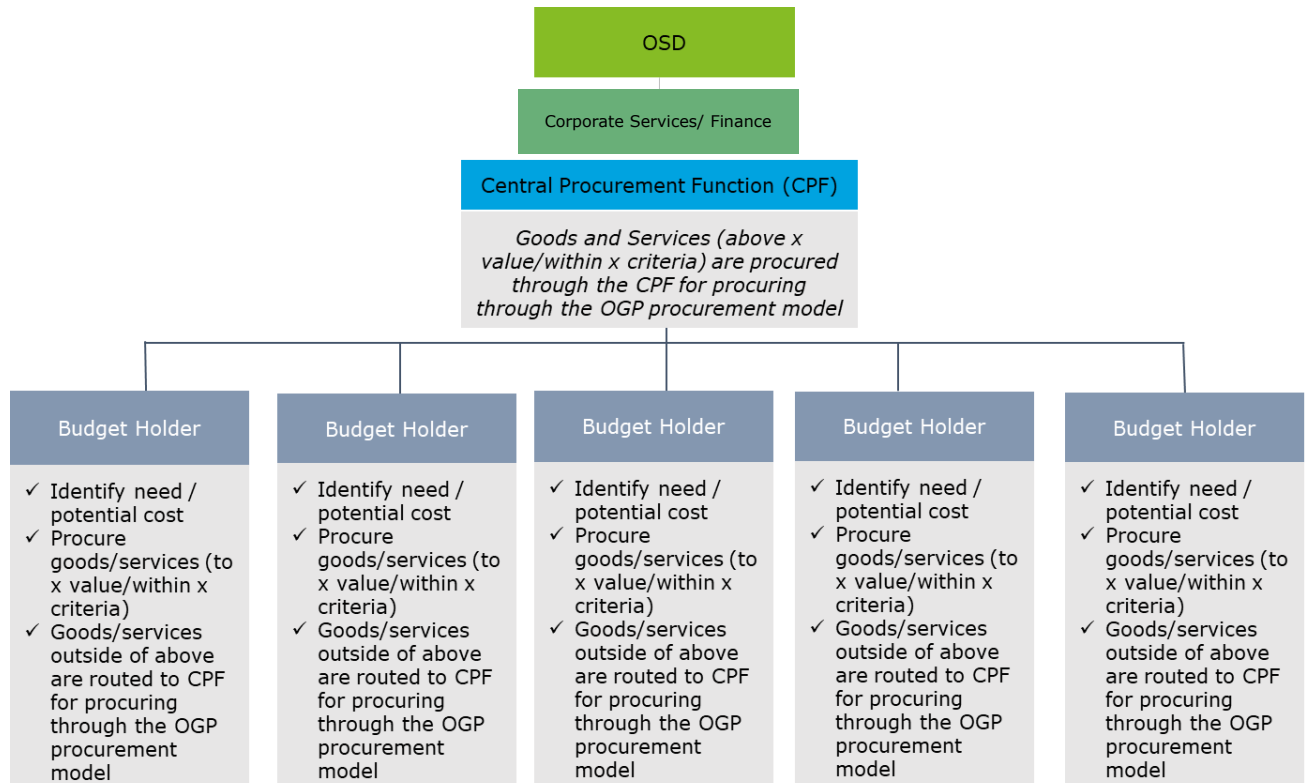


2. Devolved Procurement Structure



- ✓ Each Budget Holder is responsible for:
 - their own procurement and that of their subordinates;
 - keeping up to date on procurement guidelines and best practice through training programmes;
 - compliance with National & EU Procurement Guidelines; and
 - Providing input to the Annual Corporate Procurement Plan.

3. Hybrid Procurement Structure



Appendix 3

Updated Annual ETB Key Performance Indicators

Key Performance Indicator	Action required	Responsibility	Timeframe	Achieved?	Date
<ul style="list-style-type: none"> Timely submission of MAPP to ETBI by 1st of each year for sectoral collation. 	Timely submission of MAPP to ETBI by 1 st October each year	Therese Ennis	1 st October		
<ul style="list-style-type: none"> Improvements in compliance (e.g. number of/ % of >€50K spends identified through MAPP that are now comprehended by procurement process). * €50,000 in 2023 as per Circular 05/2023 	Bi-annual Expenditure Analysis reports	Therese Ennis/Gina McGrath/Kate Organ	Bi- annual report up to 31 st December		
<ul style="list-style-type: none"> Effective Contract Management through annual review meetings with suppliers (and more where warranted) and scorecards issued to schools/centres to monitor service delivery per school term. 	Holding contract management meetings – one per company identified (of key services/products). This is particularly important for contract mobilisation. With the Contract Management System is available, WWETB will utilise this system.	Therese Ennis/Gina McGrath, Sandra Winkle	31 st December		
<ul style="list-style-type: none"> Effective initiatives for promotion of greener procurement – social, economic and sustainable procurement 	Reviewing all types of procurement to ensure SME engagement meeting the social, economic and sustainability – devolved procurement, DPS system, Panels etc	Therese Ennis/Gina McGrath	31 st December		
<ul style="list-style-type: none"> Engaging stakeholders with procurement: 	Briefing sessions to staff – Management and Admin.	Therese Ennis/Gina McGrath	31 st December		

<ul style="list-style-type: none"> - Number of briefing sessions on procurement to non-procurement personnel - Procurement as an agenda item on all SMT meetings in both in head/sub-offices and in schools and centre - Initiatives to engage SMEs in ETB procurement / number of SMEs responding to ETB tenders/ No of winning ETB tenders Number of SMEs engaging in ETB-run procurements. - Supplier Workshops to assist SMEs to register and apply for potential competitions on etenders. 	<p>Consultation meetings regarding procurement processes for different goods/services.</p> <p>Prepare Supplier guidance documents because of changes to etenders system</p>				
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Appendix 4 Actions on Green Public Procurement

No.	Action	Lead Delivery Body	Other Stakeholders/ Supporting Organisations	Timeline
	Public Procurement Guidelines, Central Purchasing Arrangements, Corporate Procurement Plans			
A1	The next iteration of the OGP's Public Procurement Guidelines for Goods and Services to take account of this GPP Strategy and Action Plan and the latest National GPP Guidance and Criteria for the Public Sector.	OGP	DECC, EPA	2024
A2	With immediate effect, all future Central Purchasing Arrangements published shall include contract specific GPP criteria, where possible, including minimum environmental/ sustainability criteria (refer to Appendix III, for example). Where arrangements allow for a mini-competition to take place, the arrangements shall accommodate the possibility for inclusion of GPP criteria at the mini-competition stage.	OGP, Central Purchasing Bodies		2024, 2025, 2026, 2027
A3	OGP and partner central purchasing bodies to provide up to date online information on central purchasing arrangements that have included GPP criteria.	OGP, Central Purchasing Bodies	EPA	2024, 2025, 2026, 2027
A4	OGP to amend Goods and Services template RFTs and template contracts to increase awareness, where relevant, of the option to include GPP selection and award criteria and technical specifications, and associated contract performance clauses.	OGP		2025
A5	All public bodies in updating their corporate policies and strategies, and Corporate Procurement Plans are to set out how they will adhere to GPP Strategy and Action Plan obligations related to their organisation.	Public Bodies		From 2024
A6	By end of 2025 all public bodies with an annual public procurement spend (on average over the previous three years) above €200m to assess their procurement processes in order to deliver sustainable procurement in line with ISO 20400:2017.	Public Bodies		2025
	Circular Economy Strategy, Public Sector Climate Action, Local Authority Sector, Commercial Semi-State Sector			

A7	EPA to update GPP guidance on the application of GPP criteria relating to the circular economy, taking into account the 2 nd Whole of Government Circular Economy Strategy.	EPA	DECC, OGP	2025
A8	Biobased options to be considered for inclusion in relevant National GPP criteria, where appropriate.	EPA	DECC, DAFM	2025
A9	The GPP Strategy and Action Plan and associated targets to be reflected in the annual review of the Public Sector Climate Action Mandate, where appropriate.	DECC		2024, 2025, 2026, 2027
A10	Examine options for coordinating action to help progress GPP implementation in the local authority sector.	DECC		2024
A11	Monitor and report progress of GPP implementation by the Commercial Semi-State sector within the reporting arrangements in place for the Climate Action Framework for that sector.	NewERA		2024, 2025, 2026, 2027
	Government Circular 20/2019, National GPP Guidance Criteria, GPP Criteria Search			
A12	The OGP to replace Circular 20/2019 to include updated instructions to Government departments and the public sector regarding new GPP obligations included in the GPP Strategy and Action Plan 2024-2027.	OGP	DECC, SPAG, EPA, various other stakeholders	2024
A13	The National GPP guidance and criteria to be examined annually to determine the need to update, having regard to new policy, legislation and EU GPP guidance, and the practical experience of public bodies applying the current guidance. Further guidance to be developed within the National GPP guidance document on the principles of proportionality and equal treatment in the application of GPP criteria. Public sector bodies, the OGP, central purchasing bodies and other key stakeholders to provide input into the updating process via relevant consultation processes.	EPA	Public Bodies, OGP, Central Purchasing Bodies	2024, 2025, 2026, 2027
A14	<p>New National GPP criteria to be developed by the EPA, taking into consideration existing EU GPP criteria which are not yet published as national criteria, with a priority focus on criteria linked to national climate, energy and circular economy policy. National GPP criteria to be developed in the short to medium term to include:</p> <ul style="list-style-type: none"> • Buildings (updated criteria) • Furniture • Paints, varnishes and road markings <p>GPP criteria development for other key product groups will also be considered.</p>	EPA		2024, 2025, 2026, 2027

A15	Sector specific GPP related criteria that is developed by public bodies (e.g., for energy related products, construction related) are to be incorporated into the National GPP criteria that is prepared by the EPA, where considered appropriate. Such new criteria shall be notified to the GPP Action Plan Task Force.	Public Bodies, where applicable	EPA, GPP Action Plan Task Force	2024, 2025, 2026, 2027
A16	OGP to update, maintain and develop GPP Criteria Search when new or updated National GPP criteria become available. This includes continuing to respond to Feedback sent through the website.	OGP	EPA	2024, 2025, 2026, 2027
A17	All public bodies to actively promote the use of GPP Criteria Search within their organisations and include this commitment in their Corporate Procurement Plans.	Public Bodies	OGP	2024, 2025, 2026, 2027
	The GPP Mandate from the publication date of the GPP Strategy and Action Plan Public sector bodies where the individual procurement spend using public funds is above EU procurement thresholds Government departments where the individual procurement spend is above applicable national procurement thresholds			
A18	From the publication date of the GPP Strategy and Action Plan, all public bodies to include GPP criteria in all tender documents, where possible, in accordance with the GPP Implementation Mandate set out in the GPP Strategy and Action Plan (Figure 1).	Public Bodies		From 2024
	The GPP Mandate from 2025 Public sector bodies where the individual; procurement spend using public funds is above applicable national procurement thresholds			
A19	From 2025, all public bodies to include GPP criteria in all tender documents, where possible, in accordance with the GPP Implementation Mandate set out in the GPP Strategy and Action Plan (Figure 1).	Public Bodies		From 2025
	Sectoral Focus – The Built Environment			
A20	By the end of 2025, Capital Works Management Framework to include reference to available guidance that is in accordance with the EPBD, using CPR data where available and EN 15978, as appropriate, for public bodies on inclusion of low carbon construction related components and sustainable building processes, and reference to GPP criteria related to construction, including National GPP Guidance and Criteria, where appropriate. Examine how implementation of GPP can be reported as part of other key reporting (e.g., project spend) at the project close stage (e.g., Stage 4 of the Capital Works Management Framework).	OGP	EPA	2025

A21	<p>In line with the Public Sector Climate Action Mandate all public bodies shall specify low carbon construction methods and low carbon cement material as far as practicable for directly procured or supported construction projects from 2023.</p> <p>Public bodies must include specifications for low carbon construction related components and sustainable building processes in accordance with EPBD, using CPR data where available and EN 15978, and reference to GPP criteria related to construction, including National GPP guidance, where appropriate in the Preliminary Project Brief. In addition, whole life cycle analysis in accordance with EN 15978, where appropriate, shall be used to inform the design of building projects over 1,000 m2 to ensure life cycle GWP is optimised at the building level and to facilitate declarations of embodied carbon for inclusion in the BER/EPC of buildings completed after 31 December 2027.</p>	Public Bodies		<p>From 2023</p> <p>From 2026</p>
A22	Life Cycle Costing to be used by all public bodies for all works contracts as defined by the Capital Works Management Framework.	Public Bodies	OGP	From 2025
A23	For the procurement of low carbon cement material, public bodies and beneficiaries of grant (Exchequer) to implement construction related technical guidance, once established by the relevant body.	Public Bodies	Cement and Construction Sector Decarbonisation Working Group	From 2024
	Food Procurement and Waste Prevention			
A24	Update Central Purchasing Arrangements to include specific GPP criteria related to organic food procurement and food waste prevention.	OGP, Central Purchasing Bodies		From 2024
	Social Enterprise and Community Based Organisations			
A25	Support capacity building in social enterprises and community-based initiatives that promote GPP and circular procurement. Support awareness of social enterprises and community-based GPP initiatives such as via GPP training provided by public sector training bodies.	DECC	Public Sector Training Bodies	From 2024
A26	Government Departments to capture data in their annual reports regarding tenders awarded to social enterprises, voluntary and community organisations where GPP criteria have been applied.	Government Departments	EPA	From 2025
A27	Examine mechanisms to support reuse and repair activity in Ireland using GPP.	EPA	DECC, various stakeholders	From 2024

	GPP Training and Awareness			
A28	Engage with civil service and public sector training providers regarding the inclusion of GPP in their general procurement training and education courses.	DECC	Civil service public sector training providers	From 2024
A29	All public bodies to set out (e.g., within public sector Climate Action roadmaps) and fulfil annual staff training commitments in relation to GPP with a priority focus on <u>key goods/services/works applicable to those organisations</u> .	Public Bodies	DECC	From 2024
A30	OGP to continue to respond to general queries from public bodies related to GPP (e.g., respond to feedback received via GPP Criteria Search).	OGP	EPA	2024, 2025, 2026, 2027
A31	OGP to regularly update its Sustainable Public Procurement reference ⁷⁴ that includes links to international, European Union, and national guidance and other resources related to GPP.	OGP	EPA, DECC, various other stakeholders	From 2024
A32	Examine options for coordinating GPP training for the local authority sector.	DECC	Local Authority Sector	2024
	GPP Monitoring and Reporting			
A33	DECC to consider available options for setting out in legislation mandatory requirements for reporting of GPP by public bodies (in relation to the comply or explain principle).	DECC	EPA	2024
A34	OGP to investigate potential of using data on GPP captured by procurement notices (eForms) published on eTenders and Tenders Electronic Daily to monitor GPP in different categories, across the public sector, with a view to reporting on such data from 2026.	OGP	EPA	2024, 2025
A35	Develop guidance for completing new eForms, including new GPP fields, for public bodies.	OGP	EPA	2024
A36	From 2024, all public bodies to report on use of GPP (via contract award information and notices) in relation to individual contracts valued over the applicable EU procurement thresholds in accordance with guidance and Circular 05/23. From 2025, all public bodies to report on use of GPP (via contract award information and notices) in relation to individual contracts valued over the applicable national	Public Bodies		From 2024 (for above applicable EU procurement thresholds) From 2025 (for above applicable

	procurement thresholds (pending implementation of new below European Union threshold eForms), in accordance with guidance and Circular 05/23.			national procurement thresholds)
A37	From 2025, all public bodies to report explanation for not including GPP criteria in published tender documentation for contracts valued over the applicable national/EU procurement thresholds where National GPP criteria are available.	Public Bodies		From 2025 (for above applicable national/EU procurement thresholds)
A38	All Government departments to report in the Annual Report on GPP implementation in relation to contracts valued over the applicable national procurement thresholds, including explanation for not including GPP criteria in published tender documentation where National GPP criteria are available.	Government Departments	EPA	
A39	SEAI Monitoring and Reporting system to include Comply or Explain reporting on GPP in relation to procurement using National GPP criteria (for reference year 2024 and annually thereafter).	SEAI	DECC, Public Bodies	2025, 2026, 2027
A40	EPA to publish an annual report on GPP implementation by Government departments.	EPA	Government Departments	
A41	Annually from 2026 the OGP to publish a report on GPP implementation by public bodies using eForms data.	OGP	EPA, DECC	2025, 2026, 2027
	EU and International Partnership			
A42	Ireland to progress signing of the Circular and Fair ICT Pact.	DECC, OGP		2024
A43	DECC to continue its participation on the EU GPP Advisory Group.	DECC	EGP, OGP	2024, 2025, 2026, 2027
A44	DECC, OGP and EPA to engage on EU and International activities, networks and partnerships that help progress circular and GPP initiatives.	DECC	EGP, OGP	2024, 2025, 2026, 2027
A45	Consider mechanisms that recognise best practice in GPP implementation (e.g., annual awards).	DECC	EPA	2025
A46	EPA to host GPP best practice show case events biennially.	EPA	DECC, OGP	2025, 2027
	EPA to publish GPP case studies as a resource to support GPP implementation.	EPA	DECC, OGP, Public Bodies	2024, 2025, 2026, 2027
A47	OGP to continue to engage with the SME Advisory Group and through other appropriate channels regarding the views of SMEs on the use of GPP.	OGP	SME Advisory Group	2024, 2025, 2026, 2027

A48	DECC to include GPP awareness activities (including promotion of GPP Criteria Search) as part of wider Circular Economy Awareness communications campaigns.	DECC	EPA, Local Authority Sector	2024, 2025,
A49	Explore options for engagement with public and private sector procurers and suppliers, initially focused on key priority sectors, to progress efforts to support markets for green goods and services. A key focus will be developing pathways to support smaller enterprises to reach standards that meet sustainability and circularity needs of public procurers.	DECC	OGP	2025, 2026, 2027
A50	EPA, in consultation with key stakeholders, to carry out market research to identify new categories of supplies and services where GPP criteria can be developed.	EPA	DECC, various other stakeholders	2025
A51	EPA to deliver, in collaboration with other key stakeholders, a market impact study on the value (economic and environmental) of green procurement for an identified priority sector/product or service (as per the national criteria).	EPA	DECC, various other stakeholders	2025
	Research and Innovation			
A52	Identify opportunities to support national and EU research topics relating to GPP and the circular economy, and pilot projects and activities to strengthen Ireland's capacity to implement GPP effectively.	EPA	DECC	2025, 2026, 2027
A53	In consultation with key stakeholders, the EPA to develop a mechanism for collection of data on GPP impacts and establishment of ongoing analysis and reporting on impacts of GPP implementation in Ireland (e.g., emissions savings, energy savings, waste prevented, reduced material consumption, material reuse, reduced water consumption, air quality impacts). Initial focus on large scale activities (e.g., construction) or specified priority sectors.	EPA	DECC	2026
	GPP Strategy and Action Plan Implementation – Monitoring, Evaluation and Review			
A54	Establish a Task Force to monitor the implementation of the GPP Strategy and Action Plan and to report on progress.	DECC	OGP, EPA, various other stakeholders	2024

Appendix 5 Sectoral/Product Targets

T1	From 2025, a minimum proportion of construction materials procured by public bodies under new contract arrangements comprise recycled materials ⁷⁶ .
T2	From the date of publication of the GPP Strategy and Action Plan a minimum of 10% by value (€) of food sought by public sector bodies under new contract arrangements (including via contractors such as canteen service providers), is to be certified organic in each of the following categories of Cereals, fresh Beef, Lamb, Pork, Poultry, Fish, Vegetables and Dairy products, where possible.
T3	From 2025, 100% of new contract arrangements related to canteen or food services to include measures that are targeted at addressing food waste, with a specific focus on food waste prevention, taking into account Ireland's commitment to reduce food waste by 50% by 2030, and food waste segregation.
T4	From 2024, 100% of new contract arrangements related to canteen or food services (including food services for public sector organised conferences) to cease using disposable/single use cups, plates and cutlery from any public sector canteen, closed facility, and public sector organised conferences, excluding clinical (i.e., non-canteen healthcare) environments.
T5	By 2025, a minimum of 80% of ICT end user products (desktop computers, portable computers and mobile phones) procured by public sector bodies under new contract arrangements are certified to EPEAT Gold Standard (or equivalent), TCO Certified (or equivalent) or will have been remanufactured.
T6	By 2027, polyester fibre products procured by public sector bodies under new contract arrangements must be manufactured using a minimum recycled content of 20%, where possible and proportionate.
T7	From May 2024, where office paper for printing and photocopying must be procured, 100% of the paper must be recycled paper.
T8	From January 2025, 100% of all tenders for the public procurement of energy related products, heating equipment, or indoor and outdoor lighting to include a requirement for tenderers to specify recommendations and options for the product, when the product or components of the product comes to the end of life, that consider environmental sustainability, including options for reuse, repair, and recycling.
T9	100% of all tenders for the public procurement of heating systems to not install heating systems that use fossil fuels, in (1) new buildings, and (2) "major renovation" retrofit projects (as defined in the Energy Performance of Buildings Directive (EPBD)) subject to exceptions as specified in the Public Sector Climate Action Plan Mandate 2023.
T10	From January 2025, 100% of all tenders for the public procurement of indoor cleaning services to include a requirement for tenderers to specify the training that will be put in place to ensure that all staff involved in delivery of the contract have the knowledge and skills to apply cleaning methods, which will reduce the environmental impact of the services.

T11	100% of all tenders for the public procurement of vehicles to procure zero emissions vehicles only, subject to exceptions as specified in the Public Sector Climate Action Plan Mandate 2023.
T12	By end of 2027, where possible and available, a minimum proportion of annual procurement by public sector bodies shall include used or repaired goods or materials ⁷⁷ .

Appendix 6 Minimum Environmental Criteria for Public Procurement of Goods and Services

In relation to all goods and services contracts valued over the relevant procurement thresholds, and with effect from the GPP Strategy and Action Plan publication date, where no suitable national, EU, or other GPP criteria are available for goods or services being procured, public bodies must include minimum GPP criteria as distinct criteria in the published tender documentation. Depending on the goods or service being procured, this may be a technical specification, a selection criterion, and/or an award criterion. Where the environmental aspect is included as an award criterion, maximum marks awarded should be proportionate and take into consideration the potential environmental impact of the goods or services being procured. Marks within the range of 5% to 10% are recommended. Public bodies should consider the following menu of options⁷⁸ in setting green criteria which need to be proportionate in terms of the nature of the tender:

- Provide evidence of two recent and comparable contracts that were delivered with supporting environmental measures (e.g., staff sustainability and awareness training, environmental management system implementation)
- A detailed description of the environmental impacts of the goods or services being procured over their life cycle, including GHG emission reductions, compared to alternative goods and services, where appropriate
- A quantification of the estimated carbon footprint of the goods being procured and proposed mitigation steps to provide goods with the lowest carbon footprint
- The practical steps that the tenderer will take to deliver the contract in an environmentally sustainable manner, including sustainability awareness training for personnel involved in contract fulfilment
- Set out proposals for the monitoring, measurement and reporting during contract delivery of environmental and circular economy impacts of the goods or services supplied, including GHG emission reductions, energy efficiency and/or sustainable resource use

Some or all of these criteria should be included as appropriate, provided they are relevant to the contract. Public Bodies must specify a means of verifying any environmental claims

T1: Ensure a minimum proportion of construction materials comprise of recycled materials.

From 2025, a minimum proportion of construction materials, procured by ETBs under new contract arrangements, shall comprise of recycled materials. This target will be updated following further data analysis, and publication of the 2nd Whole of Government Circular Economy Strategy which will include sectoral targets in relation to the construction sector.

In the meantime, it is important that environmental specifications and GPP criteria are set out by the ETB in their Preliminary Project Brief, to ensure their incorporation in the definitive design and final output. The brief allows the ETBs to specify compliance with environmental regulations and Government policy e.g. type of materials to be considered for use. Consultant will be expected to meet the specifications set out in the Brief, whilst still having flexibility to develop the design in line with good design principles and to maximise the environmental aspects. This will allow consultants and contractors to meet policy targets and objectives and allow ETBs to demonstrate leadership in “greening” public works.

Construction Products Regulation (CPR) (EU) No 305/2011: Under a revised EU Regulation manufacturers will be required to draw up a Declaration of Performance and a Declaration of Conformity for their construction products. Manufacturers will have to deliver environmental information about the life cycle of their products; obligations will include giving preference to recyclable materials and materials gained from recycling.

Certification and Verification: To ensure that a minimum proportion of recycled materials is incorporated into construction materials procured by ETBs, it is recommended that consultants and contractors are asked to implement mechanisms for certifying and verifying the use of recycled materials in construction projects. Contractors should be asked to provide in the Safety File

- a) a summary sheet outlining the percentage of recycled materials in each construction component
- b) documentation or proof of the origin and composition of the recycled materials used.

e.g. Recycled Steel is one of the most recycled materials globally. Recycled steel is produced by melting down scrap steel, which can come from construction debris, and other sources. Uses: It's widely used in structural frameworks, roofing, and reinforcement bars. Environmental Benefits:

- Reduces the need for mining new iron ore and decreases greenhouse gas emissions.
- Lowers energy consumption compared to producing steel from raw materials.

Recycled Concrete Aggregate (RCA) is made by crushing old concrete from demolished buildings and structures and using it as a base material for new construction projects. Uses: Commonly used in road base, foundations, and as aggregate in new concrete mixes. Environmental Benefits:

- Reduces landfill waste by reusing demolished concrete.
 - Conserves natural aggregates like gravel and sand.
 - Minimizes the carbon footprint associated with quarrying and transporting new materials.
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