

GreenFEST

Green Festivals and Events through Sustainable Tenders



LIFE 16 GIE/IT/000748

GUIDELINES FOR THE IMPLEMENTATION OF GPP IN THE FIELD OF
CULTURAL EVENTS(EXHIBITIONS)



LIFE16 GIE/IT/00748

Action B.2 Definition of environmental criteria for the cultural sector

Sub-Action B.2.4 Guidelines for the implementation of GPP in the cultural sector

Guidelines for the implementation of GPP in the field of cultural events (Exhibitions and Exposition)



This document contains the Guidelines for the application of the Minimum Environmental Criteria elaborated within the GreenFEST Project - the Green Festivals and Events through Sustainable Tenders - for the assignment of the services of organization and management of a cultural event, which may include, in whole or in part, the following phases of the life cycle of a cultural event:

- a) organization;
- b) promotion and communication;
- c) realization;
- d) post-event activities.

These Guidelines have the objective of facilitating the integration of the Minimum Environmental Criteria in calls for tender.

The Environmental Criteria for "the organization and management of cultural events" includes the following event categories:

- Exhibitions
- Expositions

As foreseen by the project, the Guidelines will be an operational tool for local authorities and public structures that have the intention of:

- applying green contracts when promoting, financing or managing cultural activities;
- improving the overall environmental performance of the cultural sector on their territory;
- reduce the operating costs of cultural events;
- to disseminate the green culture among all their stakeholders.



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1. PREMISE

This document contains the Guidelines for the application of Minimum Environmental Criteria developed in the framework of the **Project GreenFEST - Green Festivals and Events through Sustainable Tenders** - for the entrusting of services for the organisation and management of a cultural event, which may include, in whole or in part, the following phases of the life cycle of a cultural event:

- a) Organisation;
- b) promotion and communication;
- c) implementation;
- d) post-event Activities.

The criteria are divided into "basic" and "rewarding " environmental criteria. These Guidelines aim to facilitate the integration of Minimum Environmental Criteria into calls for tenders.

CAMS for "organization and management of cultural events" include the following categories of events:

- Shows
- Exhibition centre

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As foreseen by the project, the Guidelines will be an operational tool for local authorities and public structures that intend to:

- apply green procurement when promoting, financing or managing cultural activities;
- improve the overall environmental performance of the cultural sector on their territory;
- reduce the operational costs of cultural events;
- divulge green culture among all their stakeholders.

These Guidelines will be presented to the Ministry of the Environment and to the regions that are part of the "Management Committee for the implementation of the NAP GPP" to include the "organization of events" as a category of the PAN GPP and to use the content of the guidelines as a basis for defining a set of environmental criteria to a minimum.

2. HOW TO CARRY OUT A GREEN CONTRACT IN THE ORGANIZATION AND MANAGEMENT OF CULTURAL EVENTS

I CAM for the organization and management of cultural events, in particular for exhibitions and exhibitions in numbers:

- 9 technical specifications
 1. Reducing the use of paper and prints on eco-compatible materials
 2. Low environmental impact gadgets
 3. Transport to reach the event
 4. Transportation of works of art
 5. Energy consumption during the exposure period
 6. Waste management
 7. Accessibility and equality
 8. Training for staff
 9. Information to the public
- 8 Rewarding technical specifications
 1. Calculation of consumption and CO2 equivalent of the event
 2. Management of the risk due to climate change
 3. Collection and reuse of exhibition or exhibition installations
 4. Promotion and communication
 5. Sponsoring of cultural activities
 6. Restaurant and catering service
 7. Packaging
 8. Fittings made of recycled and reuse materials

3. REDUCTION OF AN EVENT'S ENVIRONMENTAL IMPACTS

Organizing a sustainable event represents a concrete commitment to reduce the environmental, social and economic impact of its activities. This approach offers the opportunity to demonstrate and share how the sustainability themes have been applied inside the organization with its stakeholders.

Generally, the main impacts of an event can be found in the production of waste, in the consumption of energy and water resources, in the excessive consumption of resources and raw materials not deriving from recycled or eco compatible materials, in the CO2 emissions both concerning the means of transport and the event in general. In addition, the organization and conduct of an event have a strong impact both on the surrounding communities, and on the territory where it takes place.

One of the aims of this project is to allow the tenderer to create an integrated environmental management system oriented towards the sustainability of the event and to the reduction of its impact in the environmental and social field, favouring the implementation of the Minimum Environmental Criteria through the guide lines of this document.

This approach can be developed through a dissemination within the organization of the principles and good practices of environmental and social sustainability to increase greater knowledge and attention to the topic of sustainability.

One of the fundamental components is the creation of collaborations and synergies with subjects and bodies specialized in the field of sustainability.

The training of the staff operating inside the event and the divulgation to public of information related to the environmental and social impact of the event are also important; as well as the methods used to reduce such impact during its organization and development, also providing for actions to restore the location where the event takes place in case of damage.

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SOCIAL ASPECTS

In order to follow up social demands in the context of sustainable events, consideration should be given to possible problems related to supply chains, sometimes consisting of complex and fragmented supply chains involving countries where the risk of damage to fundamental human rights and the right to “decent work” is high. Therefore, it is recommended where possible to apply the Guidelines adopted with Ministerial Decree 6 June 2012 “Guide for the integration of social aspects in public procurement”, aimed at fostering compliance with internationally recognized social standards.



4. THE SUBJECT MATTER OF THE CONTRACT

Event organization and management service..... (exhibitions and exhibitions) with low environmental impact

5. SELECTION OF CANDIDATES

In order to select tenderers, the contracting authority shall require the tenderer to be able to adopt an environmental management system or a sustainable event management system in accordance with European or international standards as a technical-professional capacity requirement (ISO 14001, EMAS, ISO 20121). The tenderer shall submit:

- a) an EMAS Registration (Regulation No 1221/2009 on voluntary membership of organisations in a community eco-management and audit scheme), which is currently in force;
- b) certification according to ISO 14001;
- c) an equivalent certificate in this field, issued by bodies established in other member states;
- d) other evidence of equivalent measures in the field of environmental management, produced by the tenderers as a detailed description of the environmental management system implemented by the bidder (environmental policy, initial environmental review, program improvement, implementation of the environmental management system, measurements and assessments, definition of responsibilities, documentation system).

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6. THE BASIC TECHNICAL SPECIFICATIONS FOR A SUSTAINABLE EXHIBITION OR EXHIBITION

REDUCING THE USE OF PAPER AND PRINTS ON ECO-FRIENDLY MATERIALS

To meet this criterion, the tenderer may perform several actions:

1. Reduce the use of paper developed through the digitization aimed at each type of document. Such action can be implemented through the provision of an electronic ticket with QR code or through the receipt of purchase of the ticket sent by email and then shown with the smartphone.
2. Predict the digitization of information material such as brochures or digital maps on smartphones / tablets.
3. Predict the communication and promotion of the event through internet site, social and virtual channels, avoiding the use of paper advertising.
4. Pre-set the printer to "double-sided printing" mode and prefer printing multiple pages per sheet.



5. Choose a typography, selecting those that are environmentally friendly, that is, using sustainable paper and inks, machines and equipment with low consumption, and that possibly also certify their service
6. Use recycled or certified paper (ECOLABEL, FSC/PFSC or equivalent) to minimise environmental impacts (see **annex A**).

VERIFICATIONS REQUESTED OF TENDERERS

In the application of criteria from 1 to 4 the tenderer has to present a detailed report, signed by the legal representative, in which the digitalization modes that he intends to apply in the event have to be described; with regard to the point 5 he must provide the documentation for the low environmental impact typography related to the use of certified paper and sustainable inks.

With regard to point 6, the paper bought/used has to comply with the verifications established by the Ministerial Decree *"Purchase of copying paper and graphic paper"* approved with the Ministerial Decree of the 4th of April 2013 (see **Annex A**)

LOW ENVIRONMENTAL IMPACT GADGETS

For the supply of gadgets distributable during the event, the tenderer has to:

1. Provide only reusable gadgets and not disposable ones (e.g. canteens, kinetic energy battery rechargers, etc.)
2. Provide gadgets deriving from recycled, reused or biodegradable material
3. Buy gadgets from community service activities (e.g. coming from reception centers, prisons, etc.)
4. Ensure that the packagings of these gadgets are made of recycled material that they allow the preservation of the content as required by the *Legislative Decree. no. 152/2006* (see **Annex B**).

VERIFICATIONS REQUESTED OF TENDERERS

The tenderer must provide technical data sheets for each gadget used, in which the materials of which it is made of and the origin, the brand, the model and the producer code are listed.

For the verifications of point 4, See **Annex B**.

TRANSPORT TO REACH THE EVENT

In the management of transport to reduce the use of private means, it is possible for the tenderer to predict:



- 1) Sustainable mobility can be promoted and incentivized also through informative material provided by the same organizers of the event on the website. Here, in addition to the best routes to reach the event with public transport, also other forms of sustainable mobility present on the territory can be promoted, like bike sharing and car sharing, and the related access methods to use such services. You can also provide the possibility of making available a shuttle service, with at least 4 Euro vehicles, electric or hybrid, for the transport of visitors from the main train/bus station to the event.
- 2) the incentive to other forms of sustainable mobility such as bike-sharing and car-sharing in the territory, and the relative ways to access and use these services.

VERIFICATIONS REQUESTED OF TENDERERS

The tenderer must prepare a detailed report listing and describing all the actions he intends to promote and undertake. This report shall be signed by the legal representative.

TRANSPORTATION OF WORKS OF ART

The tenderer must ensure that the transport of works of art forming part of the exhibition or exhibition is carried out by means of low environmental impact, preferring transport by rail or road for example. In the case of road transport, vehicles (light up to 3.5 tonnes and/or heavy over 3.5 tonnes) must be at least euro 5, electric or hybrid.

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VERIFICATIONS REQUESTED OF TENDERERS

The tenderer shall provide the vehicle registration cards of each vehicle used.

ENERGY CONSUMPTION DURING THE EXHIBITION OR EXHIBITION

The tenderer must ensure that energy consumption from fossil fuels during an exhibition or exhibition with low environmental impact is reduced through the implementation of measures aimed at limiting energy waste to reduce environmental loads related to the energy consumption of the event. The tenderer can reduce energy consumption during the exhibition or exhibition through some actions, such as:

1. program the *stand-by* function on all the electrical and electronic equipment;
2. turn off the printer, fax and photocopier when these devices are not used;
3. turn off the computer monitor also during inactivity periods (lunch breaks, phone calls, meetings, etc.);
4. turn off the computer if it is not used for more than an hour and always remember to turn it off at the end of the day;



5. the use of an automated system of Plant Management (on, adjustment, shutdown) in order to achieve, in compliance with the performance of requests, a reduction in energy consumption;
6. an automated system for monitoring installations, including equipment for measuring thermal energy (divisional meters) and for the acquisition, processing and storage of data enabling the performance of installations to be assessed;
7. choosing a seat well lit by natural light;
8. the use of energy-efficient or LED lighting lamps. In this case, the tenderer must take into account the criteria set out in the document " Purchase criteria for LED indoor lighting in the sector of public and private services" - *European project H2020 Premium Light-PRO*, providing them with effective devices against the spread of bacteria and mold;
9. the use of energy from renewable energy sources through the signing of a contract with suppliers that produce energy from renewable energy sources, by installing, for example, photovoltaic panels, solar panels, etc.
10. information to users on the behaviour to be taken during use to reduce energy consumption.

VERIFICATIONS REQUESTED OF TENDERERS

For points 1 to 4, the tenderer must provide information sheets to all staff hired for the event, listing the best practices, actions and attentions to be implemented before, after and during the course of the event to reduce consumption.

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With regard to the verifications under point 8, the tenderer must take into account the verifications provided for in the document " Purchase criteria for LED indoor lighting in the public and private services sector" - *European project H2020 Premium Light-PRO* (see **ANNEX C**)

To ensure the reduction of consumption during the event, the tenderer must produce a detailed report in which he describes and lists the various ways and actions he intends to take to reduce energy consumption, signed by the legal representative.

WASTE MANAGEMENT

With the purpose of minimizing the production of waste for the event, it is possible to:

1. Reduce the non-recyclable fraction of waste produced during the event for example through the use of biodegradable or washable dishes, etc.; the incentive to separate collection through the drawing of footprints on the floor that address



the islands of separate collection by dividing the colors for the types of waste baskets to use (Nudge, gentle push).¹

2. Reduce the use of plastic, for example, through drinking water dispensers, distribution of biodegradable bottles, glasses to be given back, ban of disposable plastic (straws, cutlery, plates, glasses, etc.); provide a special area used for packed lunch, reducing the use and purchase of plastic and cutlery sold inside the event.

In every event, the presence of a person in charge of waste management that helps to do the separate collection correctly during the event is also fundamental:

- works as a reference point for all employees;
- Adequately educating those who have an active role in the event: for example, preparing the whole system without informing those who clear the tables about waste separation makes any effort useless;
- Creating a group of people who help to divide the waste in turns;
- Choosing and organizing an easily accessible and identifiable area where waste can be sorted;
- Providing a control service that ensures the correct way of placing waste in the appropriate containers;
- Limiting waste already in the buying choices: prefer dispensed beverages or glass to plastic bottles.

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VERIFICATIONS REQUESTED OF TENDERERS

The tenderer must demonstrate that he has obtained the authorizations required by the municipal authority for the disposal of waste produced during the event, and he must describe in a report, signed by the legal representative, the further measures planned to reduce the production of waste and to facilitate reuse and recycling.

The contracting authority will carry out checks under execution of the contract on the correct implementation of the practices listed in the report.

ACCESSIBILITY AND EQUALITY²

To promote a higher level of accessibility and equality before and after the event, it is possible to predict and enhance:

¹ For more information see <http://www.nudgeitalia.it/nudging/>

² The user of the event must be considered in its widest and most complete acceptance, in favour of an inclusive approach that can take into account the different specific needs of all people: families with children, very old people, people with pets etc. people with difficulties or with disabilities (physical, motor, sensorial-perceptive, communicative, relational, intellectual, cognitive, psychic), people with complex disabilities, people with allergies and intolerances, people with dietary needs etc. It is necessary to guarantee to everyone, regardless of the particular needs and difficulties, the possibility to realize, also through specific devices and services, pleasant and satisfying experiences,



1. accessibility to disabled people through the inclusion, for example, of removable ramps to allow accessibility to the whole event or the provision of special lifts which now the event is structured on several floors;
2. Promote the opportunity for youth employment, for long-term unemployed people, for people belonging to disadvantaged groups (for example migrant workers, ethnic minorities, etc.), people with disabilities etc.; the achievement of equal opportunities by assuming within the event an approximately similar number of men and women.

VERIFICATIONS REQUESTED OF TENDERERS

The tenderer will have to provide a detailed report in which he describes and lists the various ways and actions that he intends to perform to guarantee accessibility and equality, having it signed by the legal representative.

TRAINING FOR STAFF

To guarantee an adequate respect of the environmental management level inside the event, it is fundamental to provide the staff with a specific training. This path can be developed:

1. through a suitable training with experts of the sector; establishing an analyses and explanation of all the regulations and needs concerning sustainability and environmentalism principles;

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including active participation if it is planned in the event. The inclusive ability of the event is largely achieved through the contextual and balanced presence of hospitality and communication which are careful to the practice of inclusion, architectural and perceptive accessibility and access to experience. To achieve a full usability of the event the relational aspects of reception, conviviality and attention to the different needs, are fundamental in the services and in the accompanying, entertainment and educational activities. The willingness to modify / modulate their consolidated hospitality practices to accommodate specific and differentiated needs and expectations is extremely important. It is necessary to realize a wide accessibility to the spaces, intended as the possibility for everyone to access, orient themselves, recognize, move autonomously and use, in an equal and non-discriminatory or marginalizing way the spaces and places where the event's activities take place. The structural accessibility has to be achieved through planning, technologic and management interventions and through environmental communication solutions. The access to the experience is obtained giving everyone the possibility to participate, enjoy and live the proposed event in the best way. It is important to promote activities and paths based on different development modes, that make use of multi-sensory, interactivity, assistance and technological supports.

Inclusive, effective and exhaustive strategies have to be used based on a corrective and diversified use of the language (spoken, written, marked) and on appropriate communication tools, useful to prevent any form of discrimination. Also the elements linked to accessibility have to be communicated through different informative channels. The information on accessibility has to be complete and precise and has to refer to different needs, in order to allow everyone to know it and autonomously evaluate it to make conscious decisions. To make the designed and realized event known to everyone is a way to contribute to reduce and prevent exclusion and risk factors, environmental malaise, inequality, marginalization by accessing and making use of a sustainable, responsible event, accessible to everyone.



2. Inside the organization through a "Conduct code" containing ethical, environmental and social principles on which the event is based.

VERIFICATIONS REQUESTED OF TENDERERS

To check the training fulfilment established for the staff hired for the event, a training program has to be presented in which the topics of the training days and how they will be dealt with will be reported, as well as the scheduled dates and places where the training will be held.

INFORMATION TO THE PUBLIC

1. To favour a greater information to the public, the tenderer can insert the event's sustainability certification mark on the event's website, promoting its visibility.
2. Must promote and sponsor the implementation of separate collection of waste, trying to communicate to the public, its function, the various stages of recycling, and by providing information material in the various points of collection of waste and during the event in general

VERIFICATIONS REQUESTED OF TENDERERS

In order to favour a greater diffusion among the public of information on the sustainability of the event and on the good practices to adopt, the tenderer has to draw up an action plan that lists and explains in detail the modes in which he intends to communicate to the public the actions that he will carry out during the event for this promotion. The modes, times and information tools that are intended to be used to promote these good practices have to be listed.

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7. REWARDING CRITERIA

CALCULATION OF CONSUMPTION AND CO2 EQUIVALENT OF THE EVENT

The tenderers that present a monitoring plan for consumption (energy, water, waste) and the calculation of emitted CO2 in the event will receive a rewarding technical score. In particular they will have to calculate at least:

1. Energy consumption and quantity of CO2 linked to the stakeholder's transport (organizers, visitors, suppliers). The consumptions can be calculated based on the distances travelled and on the types of means of transport used by the stakeholders to reach the event, establishing a participation form that collects this information, that will be needed for monitoring. The calculation of CO2 related to energy



consumption can be done using the GHG – greenhouse gas protocol spreadsheets (link: <http://ghgprotocol.org/calculation-tools>) or an equivalent tool;

2. Energy and water consumption of the event and the calculation of CO₂. Consumptions can be simply detected by energy and water consumption meters. For the calculation of CO₂ you can always refer to the spreadsheets of the GHG – greenhouse gas protocol spreadsheets (link: <http://ghgprotocol.org/calculation-tools>) or an equivalent instrument;
3. The amount of waste produced by type (paper, plastic, glass, etc.). With regard to this calculation agreements have to be made with the waste disposal service, asking for information on the quantity of bags by type that can be disposed of at the end of the event and the liters/kilograms that a bag can contain. It is better to agree before the beginning of the manifestation.
4. Finally, the tenderer will have to present an improvement plan for the reduction of consumptions and of the produced CO₂. This will allow to compare from a year to another the criticalities and the results of the actions proposed in the plan.

VERIFICATIONS REQUESTED OF TENDERERS

For the requirements from point 1 to point 4, the tenderer shall develop a chart illustrating, for each year, the monitored aspects (waste management, climate change, natural resources) with key indicators (eg Kg produced per type of waste, kg CO₂ for transport and electric consumption of the event etc.), the actions to perform for the monitoring (dislocating the appropriate containers for separate collection, looking at the meters before and after the event, etc.), the measurement modes (questionnaires at the entrance, CO₂ calculation tools), the calculation of the results and improvement actions. See the Matrix proposed in **Annex D**.

Alternatively, in order to comply with the criterion, the tenderer may demonstrate that he has a certification issued in accordance with ISO 20121 or equivalent, with particular reference to the points indicated in the criterion.

MANAGEMENT OF THE RISK DUE TO CLIMATE CHANGE

In the management of the risk due to climate change, the tenderer has to establish a plan aimed at analyzing and preventing the possibility of the occurrence of one of the following calamities: floods, rain, wind, hail, lightning, temperature and landslides. The tenderer may consider the Derris project “The climate changes. We reduce the risks” (LIFE 14 CCA/IT / 000650), and the related tool called CRAMM, which allows to analyze what are the risks to which the tenderer is exposed in case of extreme meteorological events, and what could be the related solutions and preventive measures. (See <http://www.derris.eu/en/>)

VERIFICATIONS REQUESTED OF TENDERERS

The tenderer will have to draw up a risk prevention and management plan to reduce the risks linked to climate change. This plan will have to report the modes and actions that the tenderer intends to carry out in case of extreme weather or climate events and the prevention measures to be implemented. The document will have to be signed by the legal representative. This assessment and prevention plan can be carried out through the CRAMM tool developed in the field of the project DERRIS, with equivalent methods that ascertain the truthfulness of the results obtained.

COLLECTION AND REUSE OF EXHIBITION OR EXHIBITION INSTALLATIONS

The tenderer must provide a feasibility plan for the reuse and/or recycling of the stands used for the exhibition or for the exposure and to attach the documentation with which such a plan is put into action, and the actions linked to it for implementation (Policy, Reward D. M. 11/01/2017-3.4.3) (see **ANNEX E**).

The plan should provide a detailed description of how the tenderer intends to assess the different possibilities for reuse and/or recycling of the material and implement reuse and/or recycling actions alternative to transport and landfill disposal. They may, for example, be the object of sale free of charge in favour of the Italian Red Cross CRI volunteer organizations of civil protection entered in the relevant registers operating in Italy and abroad for humanitarian purposes, as well as of educational institutions or, in the alternative, other non-profit organizations, such as Onlus, Pro loco, parishes, institutions, social promotion, etc., as governed by the State General Accounting office in its Circular no. 33 of 29 December 2009 regulating the supply of goods, or may be disassembled in the individual materials of which they are composed before being sent to the specific authorized collection and recovery centers and reported with appropriate documentation.

VERIFICATIONS REQUESTED OF TENDERERS

The tenderer undertakes to define a feasibility plan for the re-use and recycling of the setting and must provide the relevant information on how it intends to implement the actions that will be identified in the plan itself, which, for example, the indication of the third party to involve in the fulfilment of the plan of feasibility and its preliminary agreement by the same undersigned. The successful tenderer shall provide the contracting authority with detailed information and evidence to demonstrate the fulfilment of that commitment in the performance of that contractual clause.



PROMOTION AND COMMUNICATION

In the organization, development and conclusion of the event it is fundamental to communicate to the stakeholders the commitment to comply with environmental criteria faced by the tenderer and supply an adequate communication on the various environmental principles adoptable.

This can be done through:

1. The elaboration of a plan of involvement of stakeholders, where they are distinguished by type, interest in the event, etc., in order to carry out ad hoc actions for each category (local authorities, organizations, schools, etc.).
2. The preparation of special areas in the event for the public, where it is possible to get informed and where the presence of educational and interactive games can be arranged to promote the information related to sustainability, such as games to educate on recycling, the application of the principles of Nudge (gentle push), etc..
3. set up, next to collection documentation describing the various stages of the recycling of materials, to inform their composition and the benefit of such a collection, thus improving the awareness and information of public participant in the event; (e.g. having competent staff that can assist people in this area, able to answer the visitors' questions and doubts).

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VERIFICATIONS REQUESTED OF TENDERERS

To ensure an adequate level of promotion and communication the tenderer must, with regard to point 1) provide for a plan for the involvement of stakeholders in which a list of activities to do is shown and described, the goals set for the promotion and the communication and the activities that it is planned to be implemented during the course of the event, with the relative description, per type of stakeholder. For the verification of the points 2 and 3, the tenderer will have to draw up a list of the activities that will be carried out, signed by the legal representative, and individuate the staff that will be made available in the separate collection area, guaranteeing the relative competences on the topic, to be able to answer to the public and inform it in the best way.

SPONSORING CULTURAL ACTIVITIES

The tenderer must create collaborations and synergies with sponsors that implement and promote the principles of environmental and social sustainability. These sponsors are identified as those who, within their product category, adopt the minimum environmental criteria promoting an approach to the circular economy through, for example, the presence of internationally recognized certifications (ISO 20121, ISO 14001,



EMAS etc.) or through the promotion of socially useful actions, such as support and / or donations to non-profit organizations.

VERIFICATIONS REQUESTED OF TENDERERS

The tenderer to comply with the policy on the said shall prepare a card for each of the sponsors present at the event in which you list them and outline the environmental management systems used (ISO 20121, ISO 14001, EMAS), the energy management systems, the standards for the quality of the company and to any initiatives implemented by the sponsor in the field of socially useful and the evaluations of the social impact of these actions, the systems of environmental reporting and sustainability, the ecological labels product (Ecolabel or equivalent) that the sponsor uses in providing its product category, and the corresponding application of the environmental criteria for the minimum, the ecological footprints of the product and of the organization, awareness-raising campaigns and the best practices implemented in the field of environmental and social.

LOW ENVIRONMENTAL IMPACT FOOD AND CATERING SERVICES

For the supply of food and catering services, the tenderer shall refer to the *collective catering CAMS for paragraphs 5.3.1 and 6.3.1* (see **Annex F**).

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VERIFICATIONS REQUESTED OF TENDERERS

The tenderer shall refer to the *collective catering CAMS for paragraphs 5.3.1 and 6.3.1* (see **Annex F**).

PACKAGING

The packaging (primary, secondary and tertiary) must be made of materials easily separable by hand if they consist of only one material (eg. cardboard, paper, plastic, etc.) recyclable and / or consisting of recovered or recycled material. The plastic packaging have to be identified in accordance with the CR 14311 standard "Packaging – Marking and material identification system". The packaging has to be made of at least 80% in weight of recycled material if it's made of paper or cardboard, and at least 60% in weight if it's made of plastic.

VERIFICATIONS REQUESTED OF TENDERERS

The tenderer must ensure that the packaging to be used is described, reporting the type of material or materials of which it is composed, with the relative percentages of each material used for its composition, the measures taken to reduce the volume of the



packaging to the minimum, through, for example, the modularization. Moreover, in the context of its composition he must provide a description on how the assembly of different materials that make up the packaging was obtained, and how it is possible to separate them in order to perform a separate collection of the different materials once the packaging is no longer reusable, etc. It is also necessary to declare the content of recycled material, in compliance with the UNI EN ISO 14021 or to the UNI EN ISO 14024 standard or with a labelling system certified by a third party.

FITTINGS MADE OF RECYCLED AND REUSE MATERIALS

The interior fittings of the exhibition or exhibition that are dedicated to the presentation of the works and all the material used for communication such as banners, banners, totems, etc. they must come from recycled and reuse material. Alternatively, they must be produced with materials and production processes with reduced environmental impact in accordance with the ministerial decree on "*Supply and rental service of interior furnishings*", approved with Ministerial Decree 11 January 2017 (see **Annex G**).

VERIFICATIONS REQUESTED OF TENDERERS

The tenderer must provide a detailed report that explained how he intends to carry out all the interiors (exhibition panels, materials for the protection of the works, the painting of the stand materials), and in the case of the use of paper products and cardboard recycled, must provide a declaration of conformity by the supplier in accordance with the criteria.

For all products with materials and production processes with reduced environmental impact must comply with the checks provided for by the ministerial decree "*Supply and rental service of interior fittings*", approved with Ministerial Decree 11 January 2017 (see **Annex G**).

ATTACHMENT A_ENVIRONMENTAL CRITERIA FOR PAPER PURCHASE

4.1 PURCHASE OF RECYCLED COPYING AND GRAPHIC PAPER³

4.2.1 FIBRE REQUIREMENTS

The paper has to consist of recycled cellulose fibres, with a minimum quantity of at least 70% of the weight . Virgin fibres used for paper production must come from responsibly managed forests or controlled sources

VERIFICATION:

The tenderer must indicate the producer and the trade name of the paper he intends to offer. The complying products have the following requirements:

1. The ecologic European Ecolabel with percentage of recycled fiber equal or superior than 70%
2. The ecological label Der Blaue Engel
3. "FCS® Recycled" (or "FCS® recycled") or "PEFC® Recycled "(or " PEFC® recycled") brand,
4. A self-declared ISO 14021 environmental claim stating the presence of a percentage of recycled fibre of at least 70%, and the origin of fibres from responsibly managed forests or controlled sources, validated by a recognised organisation. Such claim is accepted by the contracting authority.
5. Other third party certifications

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For products not in possession of such marks or certifications, the tenderer must provide a declaration that the criterion is met and commit to accept an inspection by a recognised authority to verify that the criterion is met, signed by the legal representative of the paper factory. For products which information is provided by means of a self-declared non-validated environmental statement, the producer's declaration is not required.

In cases of non-validated environmental declarations/assertions, validation/certification by a recognised authority may be required, taking into account the value of the tender.

³ Purchase of copy paper and graphic paper approved with the ministerial Decree of the 4th of April 2013, in Official Journal no. 102 of the 3rd of May 2013

Where it is not possible to obtain such certifications on time, the company who won the tender shall also accept other means of proof, such as technical documentation from the producer, with supporting evidence.

4.2.2 DANGEROUS SUBSTANCES: LIMITS AND EXCLUSIONS

Gaseous chlorine should not be used as a bleaching agent;

Alkylphenoethoxylates and other alkylphenol derivatives should not be added to cleaning or de-inking chemicals, defoaming agents, dispersants.

VERIFICATION:

The tenderer must indicate the brand and trade name of the product which he undertakes to provide and indicate any third party certification attesting compliance with the aforementioned criterion.

With regard to the paper not in the possession of the European Ecolabel, or not in the possession of other equivalent environmental ISO type I labels that comply with the criterion, presumed to be compliant, or certifications by specific third-parties, the tenderer must acquire the technical sheets of the paper or a declaration signed by the legal representative of the paper factory certifying the conformity to the criterion indicated above.

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ENVIRONMENTAL CRITERIA FOR THE PURCHASE OF MIXED OR VIRGIN PAPER⁴

5.2.1 FIBRE REQUIREMENTS

The raw fibre of the paper may consist entirely of Virgin cellulose fibres or 'mixed' cellulose fibres (i.e. Virgin and recycled fibres with a recycled cellulose content of less than 70% of the total weight). Virgin fibres used for paper production must come from responsibly managed forests or controlled sources

VERIFICATION:

The tenderer must indicate the producer and trade name of the paper he intends to offer. The products considered to be compliant have:

⁴ Purchase of copy paper and graphic paper approved with the ministerial Decree of the 4th of April 2013, in the Official Journal no. 102 of the 3rd of May 2013



- the European Ecolabel or the Nordic Swan label;
- the certification issued by independent third-party bodies guaranteeing the "chain of custody" in relation to the origin from forests managed in a responsible or controlled manner, of the cellulose used such as that of the pure, mixed or equivalent FSC or PEFC;
- a self-declared environmental claim in accordance with ISO 14021 standard, stating the origin of the fibres from forests managed responsibly from controlled sources and/or the presence of a percentage of recycled fibre of less than 70%, validated by a recognised organisation
- other ISO type 1 environmental labels equivalent to this criterion.

For products not in possession of such marks or certifications, the tenderer must provide a declaration that the criterion is met and commit to accept an inspection by a recognised body to verify that the criterion is met, signed by the legal representative of the paper factory. For products whose information is provided by means of a self-declared non-validated environmental statement, it is not necessary to present the producer's declaration.

In cases of non-validated declarations/attestations, validation/certification by a recognised organisation may be required, taking into account the value of the tender.

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Where it is not possible to obtain such certifications on time, the contracting authority shall also accept other means of proof, such as a technical documentation from the producer, with relevant supporting evidence.

5.2.2 DANGEROUS SUBSTANCES: LIMITS AND EXCLUSIONS

Gaseous chlorine should not be used as a bleaching agent;

Alkylphenoethoxylates and other alkylphenol derivatives should not be added to cleaning or de-inking chemicals, defoaming agents, dispersants.

VERIFICATION:

The tenderer must indicate the brand and trade name of the product which he undertakes to provide and indicate any third party certification attesting compliance with the aforementioned criterion.



With regard to the paper not in the possession of the European Ecolabel , or not in the possession of other equivalent environmental ISO type I labels that comply with the criterion, presumed to be compliant, or certifications by specific third-parties, the tenderer must acquire the technical sheets of the paper or a declaration signed by the legal representative of the paper factory certifying the conformity to the criterion indicated above.



ANNEX B_ TITLE II OF THE LEGISLATIVE DECREE 152/2006 ⁵

PACKAGING MANAGEMENT

217. APPLICATION FIELD

1. This title regulates the management of packaging and packaging waste, both to prevent and reduce its impact on the environment and to ensure a high level of environmental protection; to guarantee the functioning of the market, to avoid discrimination in with respect to imported products, to prevent the emergence of obstacles to trade, distortions of competition and to ensure the maximum possible yield of packaging and packaging waste, in accordance with Directive 94/62/EC of the European Parliament and of the Council of 20 December 1994 , as integrated and modified by Directive 2004/12/EC of the European Parliament and of the Council, of which the fourth part of this decree constitutes transposition into internal law. The management systems should be open to the participation of the economic operators concerned.

2. The discipline referred to in paragraph 1 concerns the management of all packaging that enters the European Union market and of all packaging waste deriving from its use, used or produced by industries, businesses, offices, shops, services, households or any other entity that produces or uses packaging or packaging waste, whatever the materials that compose them. The operators of the respective packaging supply chains as a whole guarantee, according to the principles of "shared responsibility", that the environmental impact of packaging and packaging waste is reduced to the minimum possible throughout the life cycle.

(paragraph amended by art. 23, paragraph 1, Law no. 115 of 2015)

3. The current requirements regarding the quality of packaging remain unchanged, such as those relating to the safety, health protection and hygiene of the packaged products, as well as the current provisions on transport and hazardous waste.

3-bis. In the implementation of article 18 of Directive 94/62/EC and without prejudice to the hypothesis of derogation from this provision provided for by the same directive or other provisions of the European system, the placing of packaging compliant with the provisions of this title and any other regulatory provision adopted in compliance with the provisions of Directive 94/62/EC on the national market is guaranteed.

(paragraph added by art. 23, paragraph 1, Law no. 115 of 2015)

⁵ <http://www.parlamento.it/parlam/leggi/deleghe/06152dl5.htm>

218. DEFINITIONS

1. For the purposes of applying this title, the following definitions apply:

- a) packaging: the product, made up of materials of any nature, used to contain certain goods, from raw materials to finished products, aimed to protect them, to allow their handling and their delivery from the producer to the consumer or user, to ensure their presentation, as well as disposable items used for the same purpose;
- b) sales packaging or primary packaging: packaging designed to constitute, at the point of sale, a sales unit for the end user or for the consumer ;
- c) multiple packaging or secondary packaging: packaging designed to constitute, in the point of sale, the grouping of a certain number of sales units, regardless of whether it is sold as such to the end user or to the consumer, or that only serves to facilitate the supply of shelves at the point of sale. It can be removed from the product without altering its characteristics;
- d) transport packaging or tertiary packaging: packaging designed to facilitate the handling and transport of goods, from raw materials to finished products, of a certain number of sales units or of multiple packings to avoid their handling and damage connected with transport, excluding containers for road, rail, sea and air transport;
- e) reusable packaging: packaging or packaging component that was conceived and designed to withstand during the its life cycle a minimum number of trips or rotations within a reuse circuit.
- f) waste packaging: any packaging or packaging material, falling within the definition of waste referred to in article 183, paragraph 1, letter a), excluding production residues;
- g) management of packaging waste: management activities referred to in article 183, paragraph 1, letter d);
- h) prevention: reduction, in particular through the development of non-polluting products and technologies, in the quantity and harmfulness to the environment of both the materials and substances used in the packaging and in packaging waste, both packaging and packaging waste in the production process phase, as well as in the marketing, distribution, use and post-consumer management;
- i) re-use: any operation in which the packaging conceived and designed to be able to perform, during its life cycle, a minimum number of displacements or rotations; it is refilled or reused for an identical use to that for which was conceived, with or without the support of auxiliary products on the market that allow the filling of the packaging itself; such reused packaging becomes packaging waste when it ceases to be reused;
- l) recycling: reprocessing in a production process of packaging waste for its original function or for other purposes, including organic recycling and excluding energy recovery;
- m) recovery of packaging waste: operations that use packaging waste to generate secondary raw materials, products or fuels, through mechanical, thermal, chemical or

biological treatments, including sorting, and, in particular, the operations provided in the Annex C to the fourth part of this decree;

n) energy recovery: the use of combustible packaging waste as a means of producing energy through waste-to-energy with or without other waste but with heat recovery;

o) organic recycling: aerobic treatment (composting) or anaerobic (biomethanation), by microorganisms and under controlled conditions, of the biodegradable parts of packaging waste, with the production of organic stabilizing residues or methane, with the exception of landfilling, which cannot be considered a form of organic recycling;

(letter thus modified by art. 23, paragraph 1, Law no. 115 of 2015)

p) disposal: any operation aimed at definitively removing a packaging or packaging waste from the economic and/or collection circuit and, in particular, the operations provided for in Annex B to the fourth part of this decree;

q) economic operators: producers, users, recoverers, recyclers, end users, public administrations and managers;

r) producers: suppliers of packaging materials, manufacturers, processors and importers of empty packaging and materials of packaging;

s) users: traders, distributors, filling workers, users of packaging and importers of full packaging;

t) public administrations and managers: the subjects and entities that organize, control and manage the urban waste collection, transport, recovery and disposal service in the forms referred to in the fourth part of this decree or their dealers;

u) end user: the person who in the exercise of his professional activity buys, as capital goods, packaged goods or goods;

v) consumer: the person who, outside the pursuit of a professional activity, buys or imports for his own use packagings, items or packaged goods;

z) voluntary agreement: agreement formally concluded between the competent public administrations and the economic sectors concerned, open to all subjects, which governs the means, tools and actions to achieve the objectives referred to in Article 220;

(letter thus amended by art. 23, paragraph 1, Law no. 115 of 2015)

aa) supply chain: economic and productive organization that carries out its activity, from the beginning of the processing cycle to the finished packaging product, as well as carries out recovery and recycling activities at the end of life of the packaging itself;

bb) collection: the recovery operation of primary packaging waste or in any case transferred to the public service, as well as special assimilated waste, managed by operators of urban hygiene services or the like;

cc) recovery: the return operation of used secondary and tertiary packaging from the user or end user, excluding the consumer, to the supplier of the goods or distributor and, backwards, along the supply chain to the manufacturer of the packaging itself;

dd) used packaging: secondary or tertiary packaging already used and intended to be withdrawn or resumed.

2. The definition of packaging referred to in letters a) to e) of paragraph 1 is also based on the interpretative criteria indicated in article 3 of Directive 94/62/EEC, as amended by Directive 2004/12/EC and on illustrative examples shown in Annex E to the fourth part of this decree.

219. INFORMATIVE CRITERIA OF THE PACKAGING WASTE MANAGEMENT ACTIVITY

1. The information on the management of packaging and packaging waste is provided for by the following general principles:

- a) stimulating and promoting the prevention at the source of quantity and danger in the manufacture of packaging and packaging waste, above all through initiatives, also of an economic nature in accordance with the principles of Community law, aimed at promoting the development of clean technologies and reduce upstream the production and use of packaging, as well as to favour the production of reusable packaging and their concrete reuse;
- b) incentives for recycling and recovery of raw materials, development of separate collection of packaging waste and promotion of opportunities market to encourage the use of materials obtained from recycled and recovered packaging;
- c) reduction of the flow of packaging waste destined for final disposal through other forms of recovery;
- d) application of prevention measures consisting of national programs or similar actions to be adopted after the consultation of the economic operators concerned.

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2. In order to ensure the accountability of economic operators in accordance with the 'who pollutes pays' principle and their cooperation in accordance with the principles of 'shared responsibility', the packaging waste management activity shall also be guided by the following principles:

- a) identification of the obligations of each economic operator, ensuring that the cost of separate collection, valorisation and elimination of packaging waste is borne by producers and users in proportion to the quantities of packaging placed on the national market and that the public administration organize separate waste collection;
- b) promotion of forms of cooperation between public and private entities;
- c) information to users of packaging and in particular to consumers according to the provisions of Legislative Decree 19 August 2005, no. 195, implementing Directive 2003/4/EC on public access to environmental information;
- d) incentives for the return of used packaging and the disposal of packaging waste in separate collection by the consumer.

3. In particular the information referred to in Point (C) of subparagraph 2 concerns:



- a) the return, collection and recovery systems available;
- b) the role of packaging users and consumers in the process of reuse, recovery and recycling of packaging and packaging waste;
- c) the meaning of the brands affixed on the packaging as they appear on the market;
- d) the significant elements of the management programs for packaging and packaging waste, referred to in article 225, paragraph 1, and the significant elements of the specific provisions contained in the regional plans pursuant to article 225, paragraph 6.

4. In accordance with the decisions taken by the Commission of the European Union, by decree of the Minister for the Environment and for the Protection of the Territory and the Sea in consultation with the Minister of Productive Activities, the technical measures necessary for the application of the provisions are adopted of this title, with particular reference to hazardous packaging, including domestic packaging, as well as to primary packaging of medical equipment and pharmaceutical products, to small packaging and to luxury packaging. Where health aspects are involved, the aforementioned decree shall be adopted in agreement with the Minister for health.

5. All packaging must be properly labeled according to the methods established by decree of the Minister of the Environment and of the Protection of the Territory and the Sea in consultation with the Minister of Productive Activities in accordance with the determinations adopted by the Commission of the European Union, to facilitate the collection, reuse, recovery and recycling of packaging, as well as to give consumers correct information on the final destinations of the packaging. The aforementioned decree must also prescribe the obligation to indicate, for the purposes of the identification and classification of the packaging by the industry concerned, the nature of the packaging materials used, on the basis of Commission Decision 97/129/EC.

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219-BIS. SYSTEM OF RETURN OF SPECIFIC TYPES OF PACKAGING INTENDED FOR FOOD USE
(article introduced by art. 39, paragraph 1, Law no. 221 of 2015)

1. In order to prevent the production of packaging waste and to encourage the reuse of used packaging, within six months from the date of entry into force of this provision, the system of the returnable deposit on packaging containing beer or mineral water served to the public by hotels and holiday residences, restaurants, bars and other points of consumption was introduced, in an experimental manner and based on the will of the single practitioner.

2. The experimentation referred to in Paragraph 1 lasts for twelve months.



3. For the purposes of Paragraph 1, at the time of purchase of the full packaging, the user shall pay a deposit with the right to repeat the same at the time of return of the used packaging.

4. By regulation adopted pursuant to article 17, paragraph 3 of Law 23rd of August 1988 no. 400, with the decree of the Ministry of the Environment and Protection of Land and Sea, in collaboration with the Minister of Economic Development, within ninety days from the date of entry into force of this provision, the methods of testing referred to in this article are regulated. The same regulation shall determine the forms of incentive and the detailed rules for its application and the cautional values for each type of packaging referred to in this article. At the end of the experimental phase, on the basis of the results of the trial and after hearing the affected categories, it will be decided if the deposit system will be confirmed and extended to other types of products or types of consumption.

220. RECOVERY AND RECYCLING TARGETS

1. In order to comply with the principles set out in Article 219, producers and users must achieve the final recycling and recovery targets for packaging waste in accordance with the community guidelines set out in the Annex E part four of this decree.

2. To ensure the monitoring of the achievement of the objectives of recycling and recovery, the national Consortium of packaging referred to in article 224 acquires all the subjects that operate in the sector of packaging and packaging waste data relating to waste recycling and recovery of the same, and shall report annually to the national Section of the Cadastre of waste, using the unique model of declaration referred to in article 1 of the Law 25 January 1994, no. 70, the data relating to the previous calendar year, related to the quantity of packaging for each material and type of packaging placed on the market, as well as, for each material, the quantity of the packaging and reuse of packaging waste recycled and recovered from the national market. The aforementioned communications can be submitted by the subjects referred to in Article 221, paragraph 3, letters a) and c), for those who have joined the management systems provided for therein and sent them simultaneously to the National packaging Consortium.

Packaging waste exported from the community shall be taken into account for the purpose of fulfilling the obligations and achieving the objectives referred to in paragraph 1 only if there is sufficient evidence that the recovery and/or recycling operation has been carried out in a manner equivalent to that provided for in the community legislation. The Authority referred to in article 207, within one hundred and twenty days from its establishment, draws up a list of non-eu Countries in which the operations of recovering and/or recycling are considered as equivalent to those laid down by the community

legislation, taking account of any decisions and guidelines of the European Union on the subject.

(paragraph amended by art. 2, paragraph 30-bis, Legislative Decree no. 4 of 2008, then art. 5, Paragraph 2-bis, Law no. 13 of 2009)

4. Public administrations and operators shall encourage, where appropriate, the use of materials obtained from recycled packaging waste for the manufacture of packaging and other products by means of:

- a) the improvement of market conditions for these materials;
- b) the revision of the existing rules that prevent the use of such materials.

5. Without prejudice to the provisions of article 224, paragraph 3, letter e), if the overall objectives of recycling and recovery of packaging waste as set out in paragraph 1 are not achieved at the scheduled deadline, by decree of the President of the Council of Ministers, subject to the resolution of the Council of Ministers, on the proposal of the Minister for the Environment and the Protection of the Territory and the Sea and the Minister of Productive Activities, economic measures are applied to the various types of packaging materials, proportionate to the failure to achieve individual objectives. The income of this is paid at the entrance of the state budget to be reassigned by decree of the Minister of Economy and Finance to a specific chapter of the Ministry of the Environment and the Protection of the Territory and the Sea. These sums will be used to promote the prevention, separate collection, recycling and recovery of packaging waste.

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6. The objectives referred to in paragraph 1 are referred to the packaging waste generated in the national territory, as well as all the systems for the recycling and recovery net waste and are to be adopted and updated in accordance with the community legislation with the decree of the Minister of the Environment and Protection of Land and Sea in collaboration with the Minister of Productive Activities.

7. The Minister of the Environment and Protection of Territory and Sea and the Ministry of Productive Activities shall notify to the Commission of the European Union, pursuant to and in accordance with the procedures referred to in articles 12, 16 and 17 of directive 94/62/EC of the European Parliament and of the Council of 20 December 1994, the report on the implementation of the provisions of this title accompanied by the data acquired pursuant to paragraph 2, and the projects of the measures they intend to adopt in the context of the title itself.

8. The Minister for the Environment, Land and Sea Protection and the Minister for Production Activities shall periodically provide the European Union and the other member states with data on packaging and packaging waste in accordance with the tables



and schemes adopted by the Commission of the European Union by decision 2005/270/EC of 22 March 2005.

221. OBLIGATIONS OF PRODUCERS AND USERS

1. Producers and users are responsible for the proper and effective environmental management of packaging and packaging waste generated by the consumption of their products.

2. In the context of the objectives referred to in articles 205 and 220 and of the Programme referred to in article 225, the producers and the users, on the request of the manager of the service and in accordance with the agreement of the programme referred to in article 224, paragraph 5, shall fulfil the obligation to collect primary packaging waste or otherwise conferred on the public service of the same nature, and collected in a differentiated way. To this end, to ensure the necessary connection with the activity of selective waste collection organized by public administrations and for the other purposes indicated in article 224, the producers and the users participate in the national packaging Consortium, except in the case where it is adopted one of the systems referred to in paragraph 3, letters a) and c) of this article.

3. To fulfil the recycling and recovery obligations as well as the obligations for the recovery of used packaging and the collection of secondary and tertiary packaging waste on private surfaces, and with reference to the obligation to collect, on indication of the National Packaging Consortium of which in article 224, of packaging waste delivered by the public service, producers can alternatively:

a) organize independently, also in collective form, the management of their packaging waste throughout the national territory;

(letter amended by art. 26, paragraph 1, letter a), number 1), Law no. 27 of 2012)

b) join one of the consortia referred to in article 223;

c) certify under its responsibility that a system of return of its packaging has been put in place, through appropriate documentation demonstrating the self-sufficiency of the system, in compliance with the criteria and procedures set out in paragraphs 5 and 6.

4. For the purposes referred to in paragraph 3, users are required to deliver used secondary and tertiary packaging and secondary and tertiary packaging waste to a place of collection organized by the producers and agreed with them. However, users may provide the public service with such packaging and packaging waste within the limits of the criteria determined pursuant to Article 195, paragraph 2 letter e).

(paragraph amended by art. 2, paragraph 30-ter, Legislative Decree. no. 4 of 2008)

5. Producers who do not intend to join the National Packaging Consortium and a Consortium referred to in Article 223 must submit the project of the system referred to in paragraph 3, letter a) or c) to the National Waste Observatory requesting the recognition on the basis of appropriate documentation.

The project must be submitted within ninety days from the assumption of the qualification of producer in accordance with Article 218, paragraph 1, letter r) or before the withdrawal from one of the aforementioned Consortia. The withdrawal will be, in any case, effective only from the moment when, once the recognition intervened, the Observatory ascertains the operation of the system and communicates it to the Consortium. The obligation to pay the environmental contribution referred to in article 224, paragraph 3, letter h), is suspended as a result of the intervened recognition of the project on the basis of appropriate documentation and up to the final decision that determines the operation or non-operation of the system and may give a notice to the Consortium.

To get the recognition, the producers must demonstrate that they have organized the system according to the criteria of efficiency, effectiveness and economy, that the system is effectively and autonomously running and that is able to achieve, within the framework of the activities carried out, the objectives of recovery and recycling referred to in article 220. Producers must also ensure that users and end-users of packaging are informed of the modes of the system adopted.

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The observatory, once acquired the necessary elements of assessment provided by ISPRA, will express itself within ninety days from the request. In case of failure to reply within the period indicated above, the interested party asks the Ministry of the Environment and Protection of the Territory and the Sea to adopt the relative substitutive measures to be emanated within the next sixty days. The observatory will be required to submit an annual summary report covering all the investigations carried out, without prejudice to the awards already granted under the previous legislation. The provisions relating to private activities covered by [Articles 19 and 20 of Law No.241 of the 7th of August 1990](#) shall apply to the applications covered by this paragraph, as they are compatible. Provided that the conditions, technical standards and specific prescriptions adopted pursuant to this article are respected, the activities referred to in paragraph 3 letters a) and c) may be undertaken 90 days after the expiry of the term for the exercise of powers replacement by the Minister of the Environment and the Protection of the Territory and the Sea as indicated in this standard.

(paragraph amended by art. 2, paragraph 30-ter, Legislative Decree. no. 4 of 2008, then art. 5, paragraph 2-ter, Law no. 13 of 2009, then art. 26, paragraph 1, letter a), number 2), Law no. 27 of 2012, then art. 1, paragraph 120, Law no. 124 of 2017)



6. The producers referred to in paragraph 5 shall draw up and transmit to the National Packaging Consortium referred to in Article 224 their own specific prevention programme which forms the basis for the preparation of the general programme referred to in Article 225.

7. By 30 September of each year, the producers referred to in paragraph 5 shall present to the Authority provided for in article 207 and to the National Packaging Consortium a specific plan for the prevention and management of the following calendar year, that will be included in the general programme of prevention and management referred to in article 225.

8. By the 31st of May of each year, the producers referred to in paragraph 5 are also required to submit to the Authority provided for in article 207 and to the National Packaging Consortium a report on the management relating to the preceding calendar year, including the indication of names of the users that, up to the consumption, participate in the system referred to in paragraph 3, letters a) or c) of the specific programme and the results achieved in the recovery and recycling of packaging waste; in the same report the problems inherent to the achievement of institutional goals can be highlighted and possible proposals for adaptation of the legislation can be made.

9. The lack of recognition of the system, pursuant to paragraph 5, or the revocation arranged by the Authority, with prior notice to the person concerned, if the results obtained are insufficient to achieve the objectives referred to in article 220 that have been violated the obligations imposed by paragraphs 6 and 7, involve for the producers the obligation to participate in one of the consortia referred to in article 223 and, with its users of every level down to the consumer, in the consortium provided for in article 224. The measures taken by the authority shall be communicated to the producers concerned and to the National Packaging Consortium. The compulsory membership of the consortia pursuant to this paragraph shall have retroactive effect only for the purpose of payment of the environmental contribution provided for in Article 224, paragraph 3, letter h), and the related default interest. Producers and users who, within ninety days of receipt of the authority's communication, do not join the consortia and pay the sums due shall be subject to the penalties provided for in Article 261.

10. The following elements are borne by producers and users:

(paragraph as amended by art. 2, paragraph 30-ter, Legislative Decree. no. 4 of 2008)

- a) the costs for the collection of used packaging and the collection of secondary and tertiary packaging waste;
- b) the fee for the higher charges relating to the separate collection of packaging waste sent to the public service for which the Area Authority requests the National Packaging



Consortium or for it the subjects referred to in paragraph 3 to proceed with the collection;

- c) the costs for the reuse of used packaging;
- d) the costs for the recycling and recovery of packaging waste;
- e) the costs for the disposal of secondary and tertiary packaging waste.

11. The return of used packaging or packaging waste, including the provision of waste in separate collection, must not entail economic costs for the consumer.



ANNEX C - PURCHASE CRITERIA FOR LED INDOOR LIGHTING⁶

PremiumLight-Pro is a European H2020 project that supports the implementation of energy-efficient LED (indoor and outdoor) lighting systems in the public and private services sector. For more information visit the website www.premiumlight.it.

The purchase criteria presented in this document are designed to support the procurement processes of LED lighting in the service sector.

The criteria are part of a broader document of guidelines on indoor lighting, covering the themes of lighting design, energy efficiency and life cycle cost, lighting controls, purchase criteria and good practices for offices, schools, museums, shops and hospitals. This document is available on: www.premiumlight.it/illuminazione-di-interni/linee-guida-download/ / The objective of the criteria is to support the procurement of projects that include both the installation of lighting in new buildings and the redevelopment of lighting in existing buildings. The criteria therefore include requirements both at the level of the lighting system and at the level of the components. In the current transition to the use of LED lighting technology, it is important to focus on the great opportunities that exist both in terms of energy efficiency and high-quality lighting. LED technology has a variety of innovation potential, for example through optimized lighting fixtures, integrated lighting, flexible lighting controls, colour temperature, simulation of outdoor lighting variations during the day, intelligent lighting and better exploitation of natural light. The main parameters are included in these purchase criteria, while the guidelines document, in the specification section lighting design, provides more detail on innovative aspects. Criteria include such parameters as power consumption, the effectiveness of light sources, standby, colour temperature, colour rendering, lifespan, compatibility, flicker, lighting control, life cycle cost and maintenance. The minimum criteria and requirements specified should be met in each bid. Higher quality and efficiency levels than the minimum required can be rewarded and evaluated through a scoring scheme. Obviously the selection of award criteria and weighting factors depends on the type of project, the type of buildings and the type of rooms. An example of assigning weighting factors to award criteria is given below.

⁶ See www.premiumlight.it



Criterion	Requirement		Compulsory requirement	Rewarding criteria	
Energy efficiency					
Power and energy consumption	Type of building and room		Maximum W/m2	✓	✓
	Art	Theatre halls	5.8		
		Halls	5.8		
		Exposition spaces	5.8		
	Hospital	Hospital rooms	5.6		
		Observation rooms	10.3		
		Treatment rooms	10.3		
	Hotel	Guest room	6.4		
		Lobby	5.5		
	Office	Single or group offices	10.3		
		Spacious offices	8.1		
		Reunion halls	10.3		
		Halls	5.9		
	Restaurant	Restaurant	4.9		
		Bar	2.9		
		Restaurant's kitchen	15.5		
		Bar's kitchen	12.1		
	Shop	Food shop	12.3		
		Shops	12.3		
		Furniture sale	9.9		
School	Classrooms	9.1			
	Teacher's room	6.2			
	Library	4.9			
	Auditorium	8.1			
	Laboratories	9.1			
Sport	Gym	9.3			
	Fitness room	5.3			
	Swimming pool	6.0			
Parking area, covered parking and other spaces	Circulating areas	2.9			
	Hospital circulating areas	5.9			
	Stairs	5.9			
	Buildings	2.5			
	Kitchen, tea room	4.2			
	Toilet, bathroom, shower	5.0			
	Toilet	8.2			
	Changing rooms, showers	4.7			
	Parking	1.2			
	Laundry and drying room	7.0			
	Technical areas	2.3			
	Server room	2.8			
Efficiency of light sources	<ul style="list-style-type: none">• ≥ 90 lm/W for non-directional LED lamps with emission ≥ 100 lm• ≥ 85 lm/W for directional LED lamps with emission ≥ 100 lm• ≥ 100 lm/W for linear LED lamps of nominal length between 550 mm and 1500 mm• ≥ 90 lm/W for small, integrated, remote-controlled LED lighting fixtures with light flow between ≥ 100 lm and < 2,500 lm• ≥ 105 lm/W for large integrated remote-controlled LED lighting systems with light flow between ≥ 2,500 lm and < 50,000 lm		✓		

Criterion	Requirement	Compulsory requirement	Rewarding criteria																																					
Standby consumptions	<ul style="list-style-type: none">Information on the extent of the consumptions (W) of all the types of standby presentInformation on the presence of electric supply for all the components of the driver in standby mode and how this influences the duration of the useful life of the driverInformation on the interoperability (use of the open communication protocol)	✓																																						
Lighting controls	<ul style="list-style-type: none">The contracting authority has to inform the installer on the modes of occupation and use of spaces in object, beyond particular requisites related to lighting controls, including problems linked to safetyIn the contract, performance clauses that specify that all the lighting controls have to work correctly have to be presentGuidelines for the occupants have to be provided to ensure that the same use the lighting system appropriatelyThe maintenance staff has to be formed also on the adaptation of lighting system in case of variation of the use of the spaces	✓																																						
Quality and design of lighting																																								
Lighting level	EN12464-1:2011	✓																																						
Use of natural light, distribution of illumination, uniformity, contrast	It should be indicated and described in the offer	✓																																						
Colour temperature, tolerance and maintenance	<table><tr><th rowspan="2">Nominal CCT (K)</th><th colspan="2">Central point of the circle</th><th rowspan="2">Radius of the circle</th></tr><tr><th>CCT (K)</th><th>Duv</th></tr><tr><td>2200</td><td>2238</td><td>0.0000</td><td rowspan="10">0.0044 in the diagram (u', v')</td></tr><tr><td>2500</td><td>2460</td><td>0.0000</td></tr><tr><td>2700</td><td>2725</td><td>0.0000</td></tr><tr><td>3000</td><td>3045</td><td>0.0001</td></tr><tr><td>3500</td><td>3465</td><td>0.0005</td></tr><tr><td>4000</td><td>3985</td><td>0.0010</td></tr><tr><td>4500</td><td>4503</td><td>0.0015</td></tr><tr><td>5000</td><td>5029</td><td>0.0020</td></tr><tr><td>5700</td><td>5667</td><td>0.0025</td></tr><tr><td>6500</td><td>6532</td><td>0.0031</td></tr></table>	Nominal CCT (K)	Central point of the circle		Radius of the circle	CCT (K)	Duv	2200	2238	0.0000	0.0044 in the diagram (u', v')	2500	2460	0.0000	2700	2725	0.0000	3000	3045	0.0001	3500	3465	0.0005	4000	3985	0.0010	4500	4503	0.0015	5000	5029	0.0020	5700	5667	0.0025	6500	6532	0.0031	✓	
	Nominal CCT (K)		Central point of the circle			Radius of the circle																																		
		CCT (K)	Duv																																					
	2200	2238	0.0000	0.0044 in the diagram (u', v')																																				
	2500	2460	0.0000																																					
	2700	2725	0.0000																																					
	3000	3045	0.0001																																					
	3500	3465	0.0005																																					
	4000	3985	0.0010																																					
	4500	4503	0.0015																																					
	5000	5029	0.0020																																					
	5700	5667	0.0025																																					
	6500	6532	0.0031																																					
<p>PremiumLight-Pro's recommendation is to select one of the nominal CCTs in the table, consistent with the color square and Duv tolerances.</p> <p>The recommendation for color maintenance is to require that the offset in color coordinates after 6000 hours of operation be kept below a maximum value</p> <ul style="list-style-type: none">Δ u', v' (6000 hours) ≤ 0.004. <p>Compared to MacAdam's step-by-step method, the ANSI requirements above are preferable, since the requirements are specified for all nominal CCTs and the center points are specified</p>																																								

Criterion	Requirement	Compulsory requirement	Rewarding criteria	
	<p>However if we wanted to apply the Mac Adam criterion anyway, the recommendations are the following:</p> <p>Requirements related to the tolerance of the LED colours ≤ 5 SDCM as general minimum criterion ≤ 3 SDCM for activities that involve visual tasks</p> <p>Requirements for maintaining the color of the LEDs after 6000 hours: ≤ 7 SDCM as general minimum criterion ≤ 5 SDCM for activities that involve visual tasks</p>			
Colour rendering	<ul style="list-style-type: none">• CRI ≥ 80 and R9 > 0 as general minimum criterion• CRI ≥ 90 and R9 > 0 for activities that involve a high priority of the visual task, for example the clinical areas in hospitals or other type of healthcare assistance, museums, theatres, works with activities of inspection/control/selection of colours and some types of shops like clothes shops	✓	✓	
Useful life	The PremiumLight-Pro requirements relative to the minimum values of nominal useful life are referred to F ₈₀ B ₅₀ that is a bit more high than level 2 and of a maintenance of the luminous flux of the lamp up to 6000 hours:		✓	✓
	Lamp/ lighting device	Nominal useful life L ₈₀ B ₅₀	Maintenance of the luminous flux, 6000 hours	
	Directional and non directional LED lamps	20,000	≥ 93.5% of the initial flux	
	Linear LED tubes	35,000	≥ 96.2% of the initial flux	
	Small integrated LED lighting devices (< 2500 lm)	40,000	≥ 96.7% of the initial flux	
	Big integrated LED lighting devices (2500 – 50,000 lm)	50,000	≥ 97.4% of the initial flux	
	The recommendation (1) concerns a rate of premature malfunction establishes to ask for a maximum of 5% of premature malfunctions up to 6000 hours			
	It is recommended to ask for documentation regards the reports of the test of the producer (including expectations to reach the nominal useful life)			
Room temperature and driver type	<p>Depending on the application, PremiumLight-Pro's recommendation is to ensure that the appliances have a room temperature value $t_a = 30^{\circ}\text{C}$, as this can be the temperature of the room in the summer, with firm air around the ceiling.</p> <p>With regard to the longevity of LED lighting systems, it is recommended that controls be included to ensure that the operating temperature remains below the t_a limit value.</p> <p>If the driver is replaceable, maintenance is recommended to check whether the driver is SELV (Safety Extra Low Voltage) or NON-SELV type.</p>		✓	

Criterion	Requirement	Compulsory requirement	Rewarding criteria
Power and harmonic distortion factor	Non directional and directional lamps: < 25 W: PF > 0.50 ≥ 25 W: PF > 0.90 Linear LED tubes (lamps with self-ballast): PF > 0.90 Small and big LED lighting integrated devices: PF > 0.90 With regard to the harmonic distortion, for products with power > 25 W it is recommended to apply the requirements valid for the class C devices in IEC 61000-3-2 shown in the chart	✓	
	Harmonic order (n)		
	Maximum harmonic concentration possible expressed in percentual on the entrance current at the fundamental frequency (%)		
	2		
	3		
	5		
	7		
	9		
	11 ≤ n ≤ 39 (only uneven harmonics)		
Flicker	On the base of the IEA 4E SSL and of IEEE 1789:2015 the PremiumLight-Pro recommendation is to require:	✓	
	f: Flicker frequency (Hz)		
	FM: Maximum modulation of the flicker (%)		
	f ≤ 90 Hz		
	90Hz ≤ f ≤ 1250 Hz		
	f > 1250 Hz		
Dazzle and fotobiologic safety	It is recommended to request that no flicker occurs on the important levels of dimmer (eg 50% and 25%)	✓	
	1 With regard to the direct dazzle (EN 12464-1):		
	• Indication of the minimum shielding corner in all directions, according to the luminosity of the lamp		
	• Indication of the discomfort dazzle value according to UGRL		
	2 With regard to “Great angle luminance” clothing		
	• When the angle (γ) is greater than 60°, the luminosity of the luminous source mustn't be more than 10,000 cd/m2		
Dazzle and fotobiologic safety	3 With regard to the fotobiologic safety, to avoid damage provoked by an intense exposition to the colour blue	✓	
	• Lamps and LED lighting fixtures are RG0 or RG1 class (compare IEC 62471/CIE S009 standards)		

Criterion	Requirement	Compulsory requirement	Rewarding criteria
Compatibility of the dimmer and transformer	<p>With regard to the compatibility of the dimmer, it is recommended that the supplier:</p> <ul style="list-style-type: none"> • Gives the reference of a website with the list of compatible dimmers • For every compatible dimmer lists the intervals of levels of luminous flux that a determined pair dimmer-device can reach <p>With regard to the functioning of the dimmer, it is recommended to require:</p> <ul style="list-style-type: none"> • A weakening dimmer up to 30% of the total luminous flux, without creating visible flickers and audible buzzes. • When the dimmer is set on 100% the value of light emission should be 90% of that without dimmer. 	✓	
Maintenance	<p>PremiumLight-Pro recommends to ask:</p> <ul style="list-style-type: none"> • Maintenance factor of the lamp (Lamp Lumen Maintenance Factor, LLMF) • Maintenance factor of the lighting fixture (Luminaire Maintenance Factor, LMF) • Maintenance factor (Maintenance Factor, MF) • The maintenance plan should be provided with the indication of specific intervals for maintenance and cleaning <p>It is also recommended to consider the following requisites:</p> <ul style="list-style-type: none"> • Lighting devices with constant control of the luminous flux for some uses • LED lighting devices with airtight closure for use in particularly dirty environments. 	✓	
Cost criteria			
Life cycle costs	<p>PremiumLight-Pro recommends to require that:</p> <ul style="list-style-type: none"> • The different alternatives of the system among lighting systems are confronted through LCC calculations according to the LCC specified by the supplier 	✓	✓
Investment costs	To supply only if it is possible to calculate the life cycle cost	✓	
Installation, functioning, repair and recycle			
Experience and obligations of the tenderer	<p>The tenderer has to ensure the following aspects:</p> <p>Installation:</p> <ul style="list-style-type: none"> • The lighting system is installed exactly as specified/required • Giving the installation calendar of the lighting with the invoice of the producers and the consignment note • Supply of information so that the occupants know how to control the lighting and the maintenance staff can make repairs if necessary (for example if the distribution of the rooms should change) 	✓	✓
Experience and obligations of the tenderer	<p>Features</p> <ul style="list-style-type: none"> • New or redeveloped lighting systems are working properly and not consuming more energy than specified • Natural light controls should be calibrated to make sure they turn off the light when there is enough natural light • Occupation sensors should be checked to make sure they detect moving objects • Timed (physical and/or software) controls should be set to appropriate shutdown settings • If, as a result of the commissioning process, parts of the lighting system appear not to meet all specifications and 	✓	✓

	<p>requirements, the contractor is required to adjust/calibrate the system</p> <p>Training</p> <ul style="list-style-type: none"> • The contract should preferably include user training, with a focus on operation, lighting controls and maintenance 		
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Criterion	Requirement	Compulsory requirement	Rewarding criteria
Experience and obligations of the tender	Evaluation of the performances <ul style="list-style-type: none"> The contract should establish the installation of a monitoring system to identify breakdown and to ensure that the energy consumption is compliant with what specified Availability of the products <ul style="list-style-type: none"> It is recommended to require that all the LED systems bought in time guarantee the availability for a determined period of time. 	✓	✓
	Potentially dangerous substances <ul style="list-style-type: none"> It is recommended to ask that producers do not use potentially dangerous substances in their products. The European Chemical Agency is collaborating with the European Commission and with the EU member states to guarantee the safety of human health and of the environment, identifying the need for the regulatory management at a European level, understanding the REACH norms. For example, the Danish Agency for the Safeguard of the Environment (EPA) proposed a "List of undesired substances" (LOUS) that includes 40 substances. The LOUS list is addressed to the Danish market and represents a signal and guideline on the substances that the market should use less or stop using completely in the long term period. Some Danish municipalities require in their tender criteria that none of the substances included in the LOUS list is used in the products of the tender. Waste management <ul style="list-style-type: none"> During the installation of new or requalified lighting systems, waste has to be reduced to the minimum and all the parts have to be separated and collected in conformity with the WEEE Directive. For example, some Danish communities require that all the plastic and metal parts are labelled so they can be recycled. 		

Pre-qualification

The pre-qualification of the companies may include:

- Attestation of similar lighting systems in similar projects (of the same dimension and type) and the times of delivery etc
- Measurements by a third party to document energy saving
- Attestation of the ability to integrate the lighting systems in the existing buildings
- Attestation of the ability to perform maintenance on the lighting system

PremiumLight-Pro Rewarding Criteria –

Weighting factors

The criteria and minimum requirements specified above should be met in each offer. Quality and efficiency levels higher than the minimum required can be rewarded and evaluated via a scoring scheme, in which each parameter is given a weight as indicated. Of course, the selection of the award criteria and their weighting factors depends on the type of project, the type of buildings and the type of rooms

Rewarding criteria	Weight (%)
Cost	
Life cycle cost	30
Energy efficiency	
Power and electric consumption	20
Quality and design of lighting	
Colour rendering	10
Useful life	15
Lighting control (depending on the size of additional control features included)	5
Installation, functioning, repair and recycle	
Contractor training (present or not present)	10
Guarantee and availability of spare parts	10
Total	100

General norms are relevant for indoor lighting.

- EN 12665 "Light and lighting - Basic terms and criteria for specifying lighting requirements"
- EN 13032-2 "Light and lighting - Measurement and presentation of photometric data of lamps and lighting fixtures - Part 2: Presentation of data for indoor and outdoor workplaces"
- EN 13032-3 "Light and lighting - Measurement and presentation of photometric data of lamps and lighting fixtures - Part 3: Presentation of data for emergency lighting at the workplace"
- EN 13032-4 "Light and lighting - Measurement and presentation of photometric data of lamps and lighting fixtures - Part 4: LED lamps, modules and lighting fixtures"
- EN 1838 "Lighting applications - Emergency lighting"
- EN 60529 "Degree of protection provided by enclosures"
- EN 60598-1 "Luminaires - Part 1: General requirements and tests"
- EN ISO 7010 "Graphic symbols - Safety colours and safety signals - Registered safety signals"

ANNEX D_ MONITORING MATRIX

Example of matrix monitoring environmental aspects of the event

CATEGORY	CHARACTERIZING ASPECTS	OBJECTIVE	KEY INDICATORS (KPIs)	ACTIONS	RESPONSIBILITY (person or entity dealing with it)	MEASUREMENT OF RESULTS	METHODOLOGY	Year	Result obtained Data %		Notes
WASTE MANAGEMENT	paper and cardboard	differentiation	Kg	dislocate appropriate containers for separate collection, etc.		Recycled or reused Kg / total kg	Separate collection				
	plastic / aluminum	differentiation	Kg	dislocate appropriate containers for separate collection, etc.		Recycled or reused Kg / total kg	Separate collection				
	glass	differentiation	Kg	dislocate appropriate containers for separate collection, etc.		Recycled or reused Kg / total kg	Separate collection				
	undifferentiated	differentiation	Kg	dislocate appropriate containers for separate collection, etc.		Total Kg / kg	Separate collection				
	organic	differentiation	kg (organic waste)	dislocate appropriate containers for separate collection, etc.		(Total Kg / m2) / no. participants	Separate collection				



CLIMATE CHANGE	ENERGY USE	Electricity	Promote the use of natural light when possible, the possibility of not turning on all lights and turning them off where they are not needed; sensitize exhibitors / visitors / staff to reduce energy consumption	no. initiatives taken	Look at the counters before and after the event and then detect the consumption of the event.		KWATT-hours consumed					
	TRANSPORT USE	bus	increase shuttle service	number	Increase information on the possibility of buses available for visitors		No. people by shuttle service / no. total visitors					
		machine	reduce car use	number of people arriving by car	Encourage the use of public transport with low environmental impact by increasing the information of available means (trains, buses, etc.)		No. people by car / no. total visitors	Entry questionnaire				
				no. people arriving by train			No. people by train / no. total visitors	Entry questionnaire				
		airplane	reduce airplane use	no. people arriving by airplane			No. people by airplane / no. total visitors	Entry questionnaire				



	TO-TAL CO2 EMIS SIO-NS	CO ₂ emiss ions	reduce emissions by promoting low-impact transport	Kg CO2	Encouraging the use of environmentally friendly means		Calculation of CO2	CO2 CALCULA-TION INSTRU-MENTS				
NATURAL RESOUR-CES	Pa-per	Pro-mo-tio-nal use	100% recycled and/or FSC certified paper	%	Purchase and produce communication materials (brochures, leaflets, folders, etc.) in recycled and/or certified paper. Prefer electronic formats where possible, print with the double-sided function.		no. green products / n. tot. supplies	verification of the contracts				
	Wa-ter	Sani-tary use	Incentive water reduction	No. of visitors	Sensitize everyone, through means of communication (posters, suggestions, directions) to the reduction of water and to a more intelligent use without waste.		No. of visitors * parameter					
	Pa-nels	Fitti-ngs	Reuse of materials	number	Reuse panels for installation		n. reused panels / N. total panels	panel provenan-ce verifica-tion				



ANNEX E-INTERIOR FITTINGS⁷

3.4.3 COLLECTION AND REUSE OF EXISTING FURNISHINGS BEFORE TENDER

The tender must provide that the existing furnishings, i.e. those to be replaced by the supply, are repaired, where possible and convenient. If this is not possible, the same goods must be primarily intended for sale, to be carried out according to the provisions of the regulation issued with the Presidential Decree 13 February 2001, n. 189.

Where, then, does not consider profitable to proceed with their sale, such goods shall form the subject of the assignment free of charge in favour of the Italian Red Cross CRI13, volunteer organizations of civil protection entered in the relevant registers operating in Italy and abroad for humanitarian purposes, as well as of educational institutions or, in the alternative, other non-profit organizations, such as Onlus, Pro loco, parishes, institutions, social promotion, etc., as governed by the State General Accounting Office in its Circular no. 33 of 29 December 2009. Otherwise, they must be disassembled in the individual component materials before being sent to the specific authorised collection and recovery centres.

Verification: the tenderer undertakes to render the withdrawal service in order to extend the useful life of the replaced articles and must provide the relevant information, such as the indication of the third parties to be involved in the fulfilment of this contractual clause and its preliminary agreement signed by them. The successful tenderer shall provide the contracting authority with detailed information and evidence to demonstrate that the undertaking has been fulfilled in the performance of that contractual clause.

⁷ Supply and rental service of indoor furniture (approved with Ministerial Decree 11 January 2017, in Official Gazette no. 23 of 28 January 2017)



ANNEX F_ CATERING SERVICE WITH REDUCED ENVIRONMENTAL IMPACT 8

5.3 BASIC TECHNICAL SPECIFICATIONS

5.3.1 FOOD AND DRINK PRODUCTION

- *Fruits, vegetables, legumes, cereals, bread and bakery products, pasta, rice, flour, potatoes, polenta, tomatoes and processed products, cheese, UHT milk, yogurt, eggs, extra virgin olive oil* must have the following characteristics:

- at least 40% expressed as a percentage by weight of the total, must come from organic production in accordance with regulations (EC) 834/2007/EC and related implementing regulations;

- for at least 20% expressed as a percentage by weight on the total, from "integrated production systems" (with reference to the UNI 11233: 2009 standard), from PGI PDO and STG products - as reported in the List of Italian names, registered in the Register of protected designations of origin, protected geographical indications and traditional specialties guaranteed (Commission Regulation (EC) no 1898/2006 of 14 December 2006 laying down detailed rules for the application of Council Regulation (EC) no 510/2006 of 20 March 2006 on the protection of Geographical Indications and designations of origin for agricultural and food products and Regulation (EC) no 509/2006) and typical and traditional products, included in the national, regional and provincial lists provided for in articles 2 and 3 of the Decree of the Minister for Agricultural Policies 8 September 1999, n. 350.

In the case of eggs, the quota not coming from organic holdings must come from Open-Air Holdings referred to in Code 1 of Regulation 589/2008 of the European Commission pursuant to Regulation 1234/2007 on the marketing and labelling of eggs.

Fruit and vegetables must be seasonal, respecting the "seasonality calendars" defined by each individual contracting station³. Seasonal products are products grown in the open field.

- The *meat* must come from,

- at least 15% by weight of the total, from organic production in accordance with the Regulation (EC) no 834/07 and its implementing regulations and, - at least 25% by weight of the total, by IGP and DOP products - as listed in the List of Italian names, entered in the Register of protected designations of origin and protected geographical indications (Commission Regulation (EC) no 1898/2006 of 14 December 2006 laying down detailed rules for the application of Council Regulation (EC) no 510/2006 of the 20th of March 2006 on the protection of geographical indications and designations of origin for agricultural products and foodstuffs) – and typical and traditional products, including in the lists of national, regional and provincial levels

⁸ Catering service and food supply approved with Ministerial Decree 25 July 2011, in Official Gazette no. 220 of the 21st of September 2011



provided for in articles 2 and 3 of the Decree of the Minister of Agricultural Policy, September 8, 1999, no. 350.

- The *fish* must come from,
 - at least 20% by weight of the total from organic production in accordance with Regulations (EC) no 834/07 and related implementing regulations (including Regulation no 710/2009 on the introduction of implementing rules for the production of animals and seaweed from organic aquaculture) or sustainable fishing (complying with the MSC - *Marine Stewardship Council* or equivalent certification criteria)⁴.

The fish administered in canteens, in any case, if frozen, must not be obtained from reassembled products. This is without prejudice to the laws in force, which establish more restrictive criteria than those set out in this paragraph.

Water and packaged beverages should not be used except for specific and documented technical requirements (logistics and sanitation). It will therefore have to be identified the most suitable solution according to the user and the context, providing for the use of water and bulk drinks:

distribution of net water, distribution of microfiltered water and natural and carbonated draft drinks (from concentrate).

The company that carries out the service of microfiltration and distribution of drinks must comply with certified procedures and with the current legislation on the subject and must use equipment that meets the energy efficiency standards provided for in this document. The company will also have to declare in the tender the solution it undertakes to adopt in order to avoid packaging.

Verification: all organic products must come from suppliers who must operate within the control and certification scheme provided for in Regulations (EC) no 834/2007 and Commission Regulation (EC) no 889/2008 and must therefore be subject to one of the inspection and certification bodies recognised by the Ministry of Agriculture and Forestry Policies.

For sustainable fishing, you must have MSC (Marine Stewardship Council) or equivalent chain of custody certificates.

All products from Integrated Production must come from suppliers that operate compulsorily within the control and certification regime provided for by UNI 11233:2009.

All the DOP IGP and STG products must come from suppliers who must operate within the control and certification scheme provided for in Regulations (EC) no 510/2006, (EC) no 1898/2006 and (EC) no 509/2006, with subsequent modifications and must therefore be subject to one of the control and certification bodies recognized by the Ministry of Agricultural and Forestry Policies.

All products from traditional agri-food production must come from suppliers of products registered in the *National list of traditional agri-food products* established at the Ministry for Agricultural Policies provided for in articles 2 and 3 of the Decree of the Minister for Agricultural Policies 8 September 1999, n. 350. Supplier means any company which delivers



the food directly or via carrier to the refectory centres, the name of which is present in the transport document accompanying the goods.

The contracting authority must demand from its suppliers the certificates of subjection which will be kept in original in its offices and in copy in the refectory centres.

The products must be certified by certification bodies which comply with Article 2 of Regulation (EC) no 882/2004 and European standard EN 45011 or ISO/CEI guide 65 (General requirements for bodies managing product certification systems) and accredited in accordance with them.

PURCHASE OF FOOD DERIVATIVES RESULTING FROM REDUCED ENVIRONMENTAL IMPACT PRODUCTION PROCESSES.⁹

6.3 TECHNICAL SPECIFICATIONS

6.3.1 FOOD AND DRINK PRODUCTION

- *Fruits, vegetables, legumes, cereals, bread and bakery products, pasta, rice, flour, potatoes, polenta, tomatoes and processed products, cheese, UHT milk, yogurt, eggs, extra virgin olive oil* must have the following characteristics:

- at least 40% expressed as a percentage by weight of the total, from organic production in accordance with Regulations (EC) 834/2007/EC and implementing regulations and, - for at least 20% expressed as a percentage by weight on the total, from “systems of integrated production” (with reference to the UNI 11233:2009) products from the PGI, PDO and TSG, as shown in the List of Italian wine appellations, registered in the Register of protected designations of origin, protected geographical indications and traditional specialties guaranteed (Commission Regulation (EC) no 1898/2006 of 14 December 2006 laying down detailed rules for the application of Council Regulation (EC) no 510/2006 of 20 March 2006 on the protection of Geographical Indications and designations of origin for agricultural and food products and Regulation (EC) no 509/2006) and typical and traditional products, included in the national, regional and provincial lists provided for in articles 2 and 3 of the Decree of the Minister for Agricultural Policies 8 September 1999, n. 350.

In the case of eggs, the quota not coming from organic holdings must come from Open-Air breeding farms referred to in Code 1 of Regulation 589/2008 of the European Commission pursuant to Regulation 1234/2007 on the marketing and labelling of eggs.

⁹ Catering service and food supply approved with Ministerial Decree 25 July 2011, in Official Gazette no. 220 of the 21st of September 2011

Fruit and vegetables must be seasonal, respecting the "seasonality calendars" defined by each individual contracting station¹¹. Seasonal products are products grown in the open field.

- The *meat* must come from,
 - at least 15% by weight of the total, from organic production in accordance with Regulations (EC) no 834/07 and implementing regulations; and,
 - at least 25% by weight of the total, from IGP and DOP products - as listed in the List of Italian names, entered in the Register of protected designations of origin and protected geographical indications (Commission Regulation (EC) no 1898/2006 of 14 December 2006 laying down detailed rules for the application of Council Regulation (EC) no 510/2006 of the 20th of March 2006 on the protection of geographical indications and designations of origin for agricultural products and foodstuffs) – and typical and traditional products, including in the lists of national, regional and provincial levels provided for in articles 2 and 3 of the Decree of the Minister of Agricultural Policy, September 8, 1999, no. 350.
- *Fish* must come from:
 - at least 20% by weight of the total from organic production in accordance with regulations (EC) no 834/07 and related implementing regulations (including Regulation 710/2009 on the introduction of implementing rules for the production of animals and seaweed from organic aquaculture) or sustainable fishing (complying with the MSC - *Marine Stewardship Council* or equivalent certification criteria)¹². Fish fed in canteens, in any case, if frozen, should not be obtained from reassembled products. Without prejudice to existing legislative provisions which lay down more restrictive criteria than those laid down in this paragraph.

Verification: all organic products must come from suppliers who must operate within the control and certification scheme provided for in Regulations (EC) no 834/2007 and Commission Regulation (EC) no 889/2008 and must therefore be subject to one of the inspection and certification bodies recognised by the Ministry of Agriculture and Forestry Policies.

For sustainable fishing, you must have MSC (Marine Stewardship Council) or equivalent chain of custody certificates. All products from integrated production must come from suppliers that operate compulsorily within the control and certification regime provided for by UNI 11233:2009.

All the DOP IGP and STG products must come from suppliers who must operate within the control and certification scheme provided for in Regulations (EC) no 834/2007, (EC) no 1898/2006 and (EC) no 509/2006, with subsequent modifications and must therefore be subject to one of the control and certification bodies recognized by the Ministry of Agricultural and Forestry Policies.

All products from traditional agri-food production must come from suppliers of products registered in the *National list of traditional agri-food products* established at the Ministry for agricultural policies provided for in articles 2 and 3 of the Decree of the Minister for Agricultural Policies 8 September 1999, n. 350.



Supplier means any company which delivers the food directly or via carrier to the refectory centres, the name of which is present in the transport document accompanying the goods.

The contracting authority must demand from its suppliers the certificates of subsection which will be kept in original in its offices and in copy in the refectory centres.

The products must be certified by certification bodies which comply with Article 2 of Regulation (EC) no 882/2004 and European standard EN 45011 or ISO/CEI guide 65 (General requirements for bodies managing product certification systems) and accredited in accordance with them.

ANNEX G_ PROVISION AND RENTAL SERVICE OF INTERIOR FITTINGS¹⁰

3.1 SUBJECT MATTER OF THE PROCUREMENT CONTRACT

Purchase of new furniture with a low environmental impact: all types of interior furniture, intended for all uses, the object of public procurement (for example: office furniture, school furniture, furniture for sale storage and reading rooms), products, materials and production processes with a reduced environmental impact.

3.2 TECHNICAL SPECIFICATIONS

3.2.1 DANGEROUS SUBSTANCES

In the components, parts or materials used the following elements must not be present:

1. additives based on cadmium, lead, chromium VI, mercury, arsenic and selenium in a concentration exceeding 0.010% by weight.
2. voluntarily added phthalates meeting the criteria of Article 57, letter f) of Regulation (EC) no 1907/2006 (REACH)
3. substances identified as 'extremely worrying' (SVHCs) pursuant to Article 59 of the Regulation (EC) no 1907/2006, at a concentration greater than 0.10% of the weight / weight.
4. substances and mixtures classified pursuant to Regulation (EC) no 1272/2008 (CLP):

¹⁰ Supply and rental service of indoor furniture (approved with Ministerial Decree 11 January 2017, in Official Gazette no. 23 of 28 January 2017)



- as carcinogenic, mutagenic or toxic for reproduction of category 1A, 1B or 2 (H340, H350, H350i, H360, H360F, H360D, H360FD, H360Fd, H360Df, H341, H351, H361f, H361d, H361fd, H362);
 - for acute oral, dermal, inhalation toxicity, in Category 1, 2 or 3 (H300, H310, H317, H330, H334)
 - as hazardous to the aquatic environment of category 1, 2, 3 and 4 (H400, H410, H411, H412, H413) - as specific target organ toxicity of Category 1 and 2 (H370, H372). In addition, metal parts which may come into direct and prolonged contact with the skin must meet the following requirements:
5. they must have a nickel release rate of less than 0.5 g / cm² / week according to EN 1811 standard.
 6. they must not be plated with cadmium, nickel and hexavalent chromium.

Verification: the tenderer must submit a statement from the legal representative showing compliance with points 3, 4 and 6. This declaration shall include a report drawn up on the basis of the safety data sheets made available by the suppliers. With regard to points 1, 2 and 5, test reports issued by conformity assessment bodies have to be submitted.

3.2.2 FORMALDEHYDE EMISSIONS FROM PANELS

If wood-based panels containing formaldehyde-based resins are used, the formaldehyde emissions from the panels used in the finished product have to be less than 0.080 mg / m³, i.e. less than 65% of the value expected to be classified as E1 according to EN 13986 Annex B.

Verification: the tenderer shall provide a test report relating to one of the methods set out in Annex B of EN 13986 standard issued by a conformity assessment body for the purpose of accreditation of the test technical standards verifying the content or emission of formaldehyde. The carb Phase II certified products, according to ATCM 93120 and Class F****, according to JIS a 1460 (2001)7 and any other certifications that result in emissions lower than those provided for in the requirement, are presumed to comply.

3.2.3 CONTAMINANTS IN RECYCLED WOOD PANELS

Recycled wood-based panels, as the finished product, shall not contain the substances listed below in greater quantities than specified (source: European Panel Federation, EPF).

Element / compound	Mg / kg wooden panel
Arsenic	25
Cadmium	50
Chrome	25

Copper	40
Lead	90
Mercury	25
Chlorine	1000
Fluorine	100
Pentachlorophenol	5
Creosote	0.5

Verification: the tenderer must submit the technical documentation of the producer of the wood-based panels or produced by the contractor, based on test reports issued by a conformity assessment body. Products bearing the EU Ecolabel or equivalent or a Type III environmental declaration certified by an accredited third party and registered with an ISO 14025 Programme, demonstrating compliance with this criterion, shall also be presumed to comply

3.2.4 CONTENT OF VOLATILE ORGANIC COMPOUNDS

The content of VOCs in the paint products used shall not exceed 5% weight/weight measured in accordance with the ISO 11890-2 regulation.

Verification: for VOC content in paint products, the tenderer has to provide the relevant test reports carried out in accordance with the ISO 11890-2 standard issued by a commissioned conformity assessment body, by the tenderers or their material suppliers. In the event of the contracting station entering into the tender documents the award criterion "3.4.1 Emission of volatile organic compounds", its fulfilment would result in a presumption of conformity with this criterion.

3.2.5 CHEMICAL RESIDUES FOR TEXTILES PRODUCTS AND LEATHER

The materials used for upholstering have to comply with the following limits related to dyes containing arylamines, to extractable heavy metals and free formaldehyde emissions as indicated below. For textile products:

- arylamines ≤ 30 mg / kg (limit applied to each Amine) according to EN ISO 14362-1 and 14362-3;
- free or partially hydrolysable formaldehyde ≤ 75 mg / kg according to EN ISO 14184-1;
- for school furniture, free or partially hydrolyzable formaldehyde ≤ 20 mg / kg according to EN ISO 14184-1;
- the amount of heavy metals, extractable in accordance with the UNI EN 16711-2 less than the following limits (in mg/kg): antimony ≤ 30.0 ; arsenic ≤ 1.0 ; cadmium ≤ 0.1 ; chromium ≤ 2.0 ; cobalt ≤ 4.0 ; copper ≤ 50.0 ; lead ≤ 1.0 ; mercury ≤ 0.02 and nickel ≤ 1.0 .

For leather

- arylamine ≤ 30 mg/kg (limit applied to each Amine) according to EN ISO 17234-1; chromium VI not detectable within 3 mg / kg according to EN ISO 17075;



- free and partially hydrolysable formaldehyde ≤ 75 mg / kg according to EN ISO 17226-1;
- free or partially hydrolyzable formaldehyde ≤ 20 mg/kg (for children's furniture) according to EN ISO 17226-1;
- the amount of heavy metals removable according to EN ISO 17072-1 less than the following limits (in mg/kg): antimony ≤ 30.0 ; arsenic ≤ 1.0 ; cadmium ≤ 0.1 ; chromium ≤ 2.0 ; cobalt ≤ 4.0 ; copper ≤ 50.0 ; lead ≤ 1.0 ; mercury ≤ 0.02 and nickel ≤ 1.0 .

Verification: the tenderer shall submit the test reports contained in the criterion issued by the conformity assessment bodies commissioned or by the tenderers or their suppliers of material.

3.2.6 WOOD SUSTAINABILITY AND LEGALITY

For articles made of wood or wood-based material, or containing elements of woody origin , the timber shall come from sustainably/responsibly managed forests/forests or be made from recycled wood.

Verification: the tenderer must demonstrate compliance with the criterion as indicated below:

- for proof of sustainable/responsible origin, a product certification is necessary, issued by conformity assessment bodies, which ensures the control of the “chain of custody” in relation to the legal origin of the raw material wood, and from sustainably managed forests/responsible, such as that of the Forest Stewardship Council® (FSC®) or Programme for the Endorsement of Forest Certification schemes™ (PEFC™), or other equivalent;
- for the recycled wood, product certification “FSC®Recycled”⁸ , FSC® mixed⁹ or “PEFC Recycled™”¹⁰ or the certification of a product issued by a conformity assessment body certifying the content of recycled (e.g. ReMade in Italy® or equivalent) or a type II environmental self-declaration in accordance with the ISO 14021 standard, verified by a conformity assessment body, proving the compliance with the criterion.

3.2.7 RECYCLED PLASTIC

If the total plastic content (excluding thermosetting plastics) exceeds 20% of the total weight of the product, the average recycled content of the plastic parts (excluding packaging) has to be at least 50% W/W.

Verification: products with a product certification issued by a conformity assessment body certifying the content of recycled products (eg. ReMade in Italy®, Second Life Plastic or equivalent) or a Type II environmental self-declaration in accordance with ISO 14021 standard, verified by a conformity assessment body, demonstrating compliance with the criterion

3.2.8 UPHOLSTERY

The textile parts must be replaceable to allow to extend the average life of the furniture. The materials used for coatings divided into: x fabrics (p.es cotton, wool, polyester) x PVC x



polyurethane (imitation leather) x genuine leather must meet the requirements set out in Appendix I.

Verification: the tenderer must supply instructions for the replacement of textile parts and information provided by the producers of the individual materials used, showing that the upholstery used meets the necessary physical quality requirements. Compliance with physical requirements is supported by the relevant test reports specified in charts 1, 2 and 3 of Appendix I, which are issued by a conformity assessment body.

3.2.9 PADDING MATERIALS

The polyurethane foams contained in the products supplied have to comply with the criteria set out in Appendix II.

Verification: the tenderer shall demonstrate compliance with the criterion by means of the verifications set out in Appendix II.

3.2.10 FINAL PRODUCT REQUIREMENTS

The products must comply with the latest versions of the relevant UNI standards for durability, size, safety and sturdiness.

Verification: the tenderer must provide proof reports of the products supplied certifying compliance with the technical standards. In particular, with regard to office chairs, compliance with UNI/TR 11653:2016 standard is required and for office desks and tables, furniture, containers and office screens, compliance with the UNI/TR 11654:2016 standard is required. School furniture must comply with UNI EN 1729 standard (for desks and chairs), UNI 4856 standard (for teacher's desks) and UNI EN 14434 standard (for whiteboards). These proof reports shall be issued (according to the cases to the final producer or suppliers of the individual components) by a conformity assessment body.

3.2.11 DISASSEMBLY

The product has to be designed in order to be able to disassemble it at the end of its service life so that its parts and components, such as aluminium, steel, glass, wood and plastic and excluding film coatings or laminates, can be reused, recycled or recovered.

Verification: the tenderer must supply an explanatory statement or a disassembly diagram showing the disassembly process which allows the manual separability of elements made of different materials.



3.2.12 PACKAGING

The packaging (primary, secondary and tertiary) must be made of materials easily separable by hand consisting of only one recyclable material (eg. cardboard, paper, plastic, etc.) and / or consisting of recovered or recycled material. The plastic packagings have to be identified in accordance with the CR 14311 standard “Packaging – Marking and material identification system”. The packaging has to be made of at least 80% in weight of recycled material if it's made of paper or cardboard, and at least 60% in weight if it's made of plastic.

Verification: the tenderer must describe the packaging that he will use, indicating the type of material or materials of which it is made, the amount used, and the measures taken to reduce the volume of the packaging to the minimum, how the assembly of different materials is made and how they can be separated, and communicate the content of the recycled product. The products equipped with a “FSC® Recycled” or PEFC Recycled™ label with relative licence code attributable to the packaging producer or a product certification issued by a conformity assessment body certifying the content of the recycled product are considered compliant (e.g. ReMade in Italy®, Second Life Plastic or equivalent) or a Type II environmental self-declaration in accordance with the ISO 14021 standard, verified by a conformity assessment body, proving the compliance with the criterion.

3 IMPLEMENTATION CONDITIONS (CONTRACTUAL CLAUSES)

3.3.1 WARRANTY

The warranty of the products must last at least 5 years from the purchase and the manufacturer must guarantee the availability of spare parts for at least 5 years. If spare parts are available at no cost, this must be stated in the purchase documents, otherwise their cost must be established before the purchase and must be related to the value of the product that it replaces.

Verification: A written warranty that clearly indicates the warranty period of at least 5 years from the date of purchase and the commitment to guarantee the availability of spare parts for at least 5 years, with contact information on spare parts and their cost must be provided.

4 SUBJECT OF THE RENTAL SERVICE CONTRACT

Rental service with reduced environmental impact of furniture for interiors.

4.2 TECHNICAL SPECIFICATIONS

The products supplied must comply with the technical specifications contained in paragraph 3.2 of this document (technical specifications listed above for low environmental impact furniture).



4.3 CONTRACTUAL CLAUSES

4.3.1 REPLACEMENT/REPAIR/RECONDITIONING ACTIVITIES

Replacement/repair/reconditioning of damaged or deteriorated furniture must be guaranteed for the entire duration of the contract.

Verification: the tenderer must submit a technical report specifying in detail the methods and cadences of the monitoring of the furnishings and the methods of replacement, repair and reconditioning of the same.



LIFE 16 GIE/IT/000748

ANCI Lombardia
Via Rovello, 2
20121 MILANO
Telefono 02 72629601

www.greenfest.eu
greenfest@anci.lombardia.it

