



**Environmental criteria for sustainable public  
procurement of**

# **International Business Travel**

**Version 8 April 2015**

# 1. Scope/definition

The product group International Business Travel covers the mediation of travel agencies and the services they offer. This consists of the following services:

- the trip by air, rail or hire car
- the transport in the destination country
- the overnight stay(s) in a hotel

Products	CPV code
Travel agency and similar services	63510000-7
Supporting and auxiliary transport services: travel agency services	63000000-9
Travel services	63515000-2
Business travel services	79997000-9

This list of products is not intended to be exhaustive.

## 2. Most significant environmental effects

The following tables list the sustainability themes and describe the approach to each theme for the product group. The "Approach" column presents a statement indicating the influence of sustainable purchasing and its criteria on the "sustainability" of the theme. This column also includes a reference to any requirements, award criteria or points of attention/suggestions that may be useful in implementing the approach. The product group can also have an impact on other environmental themes, but these are (at least at present) less relevant or of a much less significant level of concern, or do not as yet have a suitable set of standard criteria.

Themes:	Approach:	No. of requirement/ criterion
<b>Energy and climate</b> Energy consumption and the associated CO <sub>2</sub> emissions generated by business travel	<ul style="list-style-type: none"> <li>• Opting for energy-efficient travel</li> </ul>	ME1, AS1, GC1, AS4
	<ul style="list-style-type: none"> <li>• Compensation of climate impact of business travel</li> </ul>	ME2, AS2 AS5, CB1
<b>Supplies and raw materials</b> Use of fossil fuels, raw material consumption and generation of waste in business travel	<ul style="list-style-type: none"> <li>• Opting for energy-efficient travel</li> </ul>	AS2

### 3. Points of attention/suggestions

Devoting attention to the opportunities and possibilities for the most sustainable procurement possible in the preparation phase will lead to specifications that are more ambitious or of different types than the standard minimum requirements and award criteria set out in this document. The following table presents points for attention and suggestions for promoting sustainability in procurement within this product group.

No.	Points of attention/suggestions (AS)
AS1	<b>Asking for alternatives</b> Ask the travel agency to present various alternatives for trips of six hours (by train) or more, so that personnel are also given the opportunity to consider travel by train for longer as well as shorter journeys.
AS2	<b>Use tools for comparing environmental impact</b> Consider using tools that can be incorporated into the governmental organisation's travel policy and which can give an indication of both costs (including lost working time) and CO <sub>2</sub> emissions.
AS3	<b>Consider sustainable accommodations</b> Wherever possible, apply sustainability criteria in the choice of accommodation and allow these criteria to play a role in the choice. There are several quality marks for sustainable accommodation, such as Green Key and Green Globe.
AS4	<b>Use alternative fuels</b> The CO <sub>2</sub> emissions of engines (car, aircraft and boat) can be reduced by the use of alternative fuels such as natural gas, bio-jet fuel or other biofuels. At present, there are no criteria being developed for sustainable fuels within Sustainable Public Procurement.
AS5	<b>Apply integrated compensation</b> Investigate whether CO <sub>2</sub> compensation and including the cost of this compensation directly in travel budgets is a possibility. This could be, for example, when booking a business trip with a Travel Management Company (TMC), immediately making the calculation of the amount of CO <sub>2</sub> compensation and having it added to the TMC invoice. Government agencies are already using this method, and have signed a contract with a compensation institution (this contract was the result of a European tendering procedure).

### 4. Selection criteria

Not defined for this product group.

### 5. Technical specifications

No.	Technical specifications (ME)
ME1	<b>Travel by plane or train</b> In a response to a request for an international business trip, the tenderer will offer travel options by train only if: <ul style="list-style-type: none"> <li>the one-way journey by train from train station at the workplace to the train station at the destination address is six hours or less according to the timetable for the fastest connection.</li> </ul> OR <ul style="list-style-type: none"> <li>the distance from the workplace to the destination address is 500 km or less.</li> </ul> In the following exceptional situations, the tenderer will also offer possibilities using other means of transport: <ul style="list-style-type: none"> <li>&lt;Add exceptional situations as phrased in the travel policy of the contracting authority&gt;</li> </ul> <p><i>Explanation</i>  In specific situations there may nevertheless be reasons not to travel by train. The service inviting tenders must lay down guidelines for this in its travel policy. These guidelines for exceptional situations must then be incorporated into the technical specification.</p> <p><i>Verification</i></p>

	The tenderer may be requested to provide a statement concerning the business travel in question.
ME2	<p><i>(If the contracting authority itself has concluded a CO<sub>2</sub> compensation contract for this activity/service, this minimum requirement lapses and contract provision 1 takes effect.)</i></p> <p><b>CO<sub>2</sub> compensation</b>  100% of the CO<sub>2</sub> emissions generated by business travel by the contracting authority or its employees (by air, train, car and other public transport) must be compensated.</p> <p><i>Explanation</i>  The following CO<sub>2</sub> credits are accepted for compensation of emissions:</p> <ul style="list-style-type: none"> <li>• Gold Standard VERs</li> <li>• Gold Standard CERs</li> <li>• Gold Standard ERUs</li> <li>• CERs and/or ERUs</li> </ul> <p>Gold Standard VERs, Gold Standard CERs and/or Gold Standard ERUs must be delivered to an account of the State of the Netherlands, a ministry or a group of ministries at the Gold Standard in Switzerland. CERs or ERUs must be delivered to an account of the State of the Netherlands, a ministry or a group of ministries at the Netherlands Emissions Authority. CERs and/or ERUs originating from HFC projects are not acceptable. Beyond this, the same criteria as used for CERs and ERUs under phases 2 and 3 of the European Admissions Trading System apply. The CO<sub>2</sub> Credits originate from the Secondary market.</p> <p>Additionally, the service is linked to objectives such as:</p> <ul style="list-style-type: none"> <li>• Meeting the minimum quality standards as identified in the letter to the Lower House of Parliament (Lower House of Parliament, Meeting Year 2008-2009, 31 209, no. 75)</li> <li>• Compliance with the motion of member Van der Ham (Lower House of Parliament, Meeting Year 2003-2004, 29 200 XI, no. 99)</li> <li>• Awareness-raising of the travel habits of the business traveller and their climate effects, with the object of achieving a reduction in CO<sub>2</sub></li> <li>• Visibility of the compensation</li> </ul> <p>For the national government, the calculation method of the amount of CO<sub>2</sub> to be compensated is fixed for the duration of the contract. Additionally, there must be a guarantee that the calculated amount of CO<sub>2</sub> will be converted into an equal amount of CO<sub>2</sub> credits, and that these credits will no longer be available for other organisations/institutions.</p> <p>The calculation method will be determined using the IATA code table. The emission factor is an average amount of CO<sub>2</sub> that an average aircraft emits per kilometre per passenger. The basis is a 2011 study by CE Delft, the results of which were adopted by Stimular, SKAO and Connekt. The following three emission factors are used:</p> <ul style="list-style-type: none"> <li>• &lt; 700 km = 270 g CO<sub>2</sub> per passenger per km</li> <li>• 700-2500 km = 200 g CO<sub>2</sub> per passenger per km</li> <li>• &gt; 2500 km = 135 g CO<sub>2</sub> per passenger per km</li> </ul> <p>Additionally, guarantees on the calculation methodology and the "retiring" of the CO<sub>2</sub> credits must be requested.</p> <p><i>Verification</i>  It is up to the contracting authority to determine whether it intends to compensate the total of flight kilometres (retroactively) or to leave this to the tenderer. In the case of the latter, a guarantee statement may be drafted in advance.</p>

## 6. Award criteria

No.	Award criteria (AC)
GC1	<p><i>(Only for the hire of cars within the EU)</i></p> <p><b>Energy label of hire car</b> If in each vehicle class a hire car with energy label A or B is always offered, the tenderer is awarded &lt;X&gt; points.</p> <p><i>Explanation</i> The method of assigning the energy label for passenger cars differs in each member state. If information is not available, the information from the Dutch "Fuel Consumption Handbook" published annually by the RDW (National Vehicle and Driving Licence Registration Authority) may be used. This provides the energy label for virtually every passenger car.</p> <p>As yet, there is no award criterion for hire cars outside the EU. Consequently, the recommendation at present is to only consider cars outside the EU in order to consider the options for choices of hire cars with better energy performance than other cars.</p> <p><i>Verification</i> The tenderer may be asked to provide information on the vehicle offered, specifying the energy label and stating that within the EU the tenderer only offers hire cars of label A or B.</p>

## 7. Contract provisions

No.	Contract provisions (CB)
CB1	<p><i>(This contract provision only applies if the contracting authority itself has concluded a climate compensation agreement for this activity/service)</i></p> <p><b>CO<sub>2</sub> compensation</b> The tenderer must provide a written report to the principal annually, no later than &lt;ddmmjjj&gt;, on the business trips made in the previous calendar year by (employees of) the principal. This report will contain information necessary based on the contract with the CO<sub>2</sub> compensation provider or reference to the attached contract with the CO<sub>2</sub> compensation provider. The TMC must declare that it will inform the contracting authority (and, if applicable, the compensating institution) correctly and in a timely manner.</p> <p><i>Explanation</i> The contractor (TMC) will provide an annual statement of the trips (this statement should be as specific and detailed as possible). It is up to the contracting authority to determine whether it intends to compensate the total of flight/ground kilometres (retroactively) or to leave this to the tenderer. If the choice is made to have the contractor arrange the compensation itself, this must be audited, in which case a guarantee statement must be drafted in advance.</p>