



**Environmental criteria for sustainable public
procurement of**

International Business Travel

Version March 2017

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 non-exhaustive.

This document describes the environmental criteria. Information about the other elements of sustainable public procurement, such as social conditions and social return, may be found on the PIANOo website, on the specific product group page: <https://www.pianoo.nl/document/10633/productgroep-buitenlandse-dienstreizen>.

2. Most significant environmental impacts

The table below lists the sustainability themes and describes 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, for now at least, these are less relevant, 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
Energy and climate Energy consumption and the associated CO ₂ emissions generated by business travel	<ul style="list-style-type: none"> • opting for energy-efficient travel. 	ME1, AS1, GC1, AS4
	<ul style="list-style-type: none"> • compensation of climate impact of business travel. 	ME2, AS2 AS5, CB1
Supplies and raw materials Use of fossil fuels, raw material consumption and generation of waste in business travel	<ul style="list-style-type: none"> • opting for energy-efficient travel. 	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 which differ from the standard technical specifications 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	Asking for alternatives 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	Use tools for comparing environmental impact Consider using tools that can be incorporated into the governmental organisation's travel policy and which can give an indication of both the costs (including lost working time) and CO ₂ emissions.
AS3	Consider sustainable accommodations 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	Use alternative fuels The CO ₂ emissions of engines (car, aircraft and boat) can be reduced through 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	Apply integrated compensation Investigate whether it is possible to include the costs of CO ₂ compensation directly in travel budgets. 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 ₂ 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	Travel by plane or train 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"> 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; OR the distance from the workplace to the destination address is 500 km or less. In the following exceptional situations, the tenderer will also offer possibilities using other means of transport: <ul style="list-style-type: none"> <Add exceptional situations as phrased in the travel policy of the contracting authority>. <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 CO₂ compensation contract for this activity/service, this minimum requirement lapses and contract provision 1 takes effect.)</i></p> <p>CO₂ compensation 100% of the CO₂ 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>The only CO₂ credits accepted will be credits for which the CO₂ reduction was achieved in accordance with the guidelines of the CDM methodology.</p> <p>CO₂ compensation is defined as compensating for greenhouse gas emissions (translated into CO₂ equivalents) by offsetting CO₂ emission with the planting of trees or preventing CO₂ emission by investing in sustainable energy and/or energy saving.</p> <p>Explanation The Clean Development Mechanism (CDM) sets requirements on the establishment of the baseline situation and the monitoring of a CDM mitigation project with the object of determining the amount of Certified Emission Reductions (CERs) generated by the project. This methodology is also applied to Verified Emission Reductions (VERs) and Emission Reduction Units (ERUs). The Gold Standard Certificate, for example, meets these requirements.</p> <p>For CO₂ emission factors for foreign business travel, we assume the values (well to wheel) as listed on the CO₂emissiefactoren.nl website. The calculation method for flight distance will be determined using the IATA code table. For the Government of the Netherlands, the calculation method of the amount of CO₂ to be compensated is fixed for the duration of the contract.</p> <p>Verification The tenderer may be asked to submit documentation demonstrating compliance with the criteria above.</p>

6. Award criteria

No.	Award criteria (GC)
GC1	<p><i>(Only for the hire of cars within the EU)</i></p> <p>Energy label of hire car If in each vehicle class a hire car with energy label A or B is always offered, the tenderer is awarded <X> points.</p> <p>Explanation 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; see https://www.rdw.nl/Particulier/Paginas/Zuinig-en-milieuvriendelijk-voertuig-kopen.aspx.</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>Verification 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>CO₂ compensation <i>It is up to the principal (the contracting authority) to determine whether it intends to compensate the CO₂ emissions caused by (air) kilometres itself or to leave this to the contractor.</i></p> <p><i>Option 1: if the principal (the contracting authority) compensates the CO₂ emissions itself, the following contractual provision may be included.</i></p> <p>The tenderer must provide a written report to the principal annually, no later than <ddmmyyy>, on the business trips made in the previous calendar year by (employees of) the principal.</p> <p>The contractor (TMC) declares that it will inform the contracting authority (and, if applicable, the compensating institution) correctly and in a timely manner.</p> <p><i>Option 2:</i> <i>If the choice is made to have the contractor arrange the compensation, the following contractual provision may be included.</i></p> <p>The contractor must provide a written report to the principal annually, no later than <ddmmyyy>, on the business trips made in the previous calendar year by (employees of) the principal. This report will contain these details, on the basis of:</p> <ul style="list-style-type: none"> • a contract with the provider of the CO₂ compensation; or • a reference to the contract concluded with the provider of the CO₂ compensation, which is also to be appended. <p>The contractor will draft a guarantee statement in advance. The contractor (TMC) will declare that it will inform the contracting authority (and, if applicable, the compensating institution) correctly and in a timely manner.</p>