

2021 Global Review of SPP - Country Factsheet Questionnaire

April 2021

Please kindly note that this copy is shared for information only and that the questionnaire should be filled online in the [Google form questionnaire](#).

Have you already submitted a report in SDG 12.7 data collection?

Yes No

A. GENERAL INFORMATION

A1. Country:

(Please indicate your country)

A2. Persons contributing to the questionnaire:

Main contact person:

Mr./Ms.	Name	Surname	Position	Department	Ministry/ Organisation	Number of Years in public service	Number of Years in current position	Number of employees under supervision (if any)

A2.1. (Other persons contributing to the questionnaire)

Please include the name, surname and department or unit – e.g. Ms. Jane Smith, General Services Department, of those who contributed in completing this survey questionnaire

Mr./Ms.	Name	Surname	Position	Department	Ministry/ Organisation

A3. Estimated total expenditure of the national/federal government in 2019:

Please provide the amount in the national currency and broken down by central national government and state-owned enterprises (see annex for exact definition). If data for 2019 is not available, provide the latest available and state what year it refers to.

National/federal government:

State-owned enterprises:

A4. Estimated total procurement expenditure of the national/federal government in 2019:

Please provide the amount in national currency and broken down by central national government and state-owned utilities (see annex for exact definition). If data for 2019 is not available, provide the latest data available and kindly indicate what year it refers to.

National/federal government:

State-owned enterprises:

A5. How centralised is the procurement function in your national/federal government?

Please indicate, from 1 to 6, what is the degree of centralisation:

<i>Fully decentralised, each agency conducts its own procurement processes and nothing is purchased or contracted centrally</i>	1 <i>Fully decentralised</i>	2 <i>Moderately decentralised</i>	3 <i>Rather decentralised</i>	4 <i>Rather centralised</i>	5 <i>Moderately centralised</i>	6 <i>Fully centralised</i>	<i>Fully centralised, all procurement processes are conducted by one agency for the whole national government</i>

B. POLICIES WHICH SUPPORT SPP AT THE NATIONAL/FEDERAL LEVEL

This section focuses on SPP policy/action plan aspects.

B1. Are SPP provisions included in overarching and/or thematic national policies?

Yes No

(E.g., sustainable development strategy, energy efficiency directive, SMEs promotion act, green economy strategy, circular economy strategy etc.)

If yes, please state the name of the policy(s), year of adoption, and web-links for their download (if available)

<i>Name of overarching and/or thematic national policy</i>	<i>Year of adoption</i>	<i>Web link to document</i>	<i>References to relevant sections in this document</i>

B2. Are SPP provisions included in existing procurement regulations?

Yes No

If yes, please provide the name of the regulation, year of adoption, web-link for its download (if available), and a short description on where SPP provisions are included (e.g. only in the introductory section as general principles that should be considered, in each section explaining how sustainability aspects can be included in the different procurement procedures and sections, i.e., inclusion of sustainability requirements -environmental/social aspects - in the technical specifications, or use of type I eco-labels, social labels or relevant sustainability standards, etc.), including the relevant sections (if any).

<i>Name of the regulation</i>	<i>Year of adoption</i>	<i>Web link to the document</i>	<i>Short description of SPP provisions</i>	<i>References to relevant sections in this document (e.g., Section x, life cycle costing law clause; Article x, value for money law clause or SMEs enterprises clause, etc.)</i>

B3. Have dedicated SPP policies/action plans for the whole national/federal government or larger scope been adopted?

Yes

No

B3.1. If yes, when were these policies/action plans adopted (please provide the details below)?

<i>Name of the national government SPP policy/action plan (if any)</i>	<i>Year of adoption</i>	<i>Web link to document</i>

B3.2. If no, are there any other types of documents (law, executive order, strategy, policy, programme) which can be used to promote and implement SPP in any of its environmental and/or socio-economic dimensions?Yes No

If yes, and these document/s is/are not included in the listed policies in questions B1 and B2, kindly provide the official name of this/these document/s (e.g. Non-financial disclosure Act which includes concept of materiality for environment and social impact disclosures or Act Concerning the Promotion of Procurement of Eco-Friendly Goods and Services by the State), year of adoption, and web link for its download (if available).

<i>Other type of documents (law, executive order, strategy, policy, programme) other than those listed in B1, B2 and B3.1</i>	<i>Year of adoption</i>	<i>Web link to document</i>	<i>References to relevant sections in this document</i>

B3.3. If no, is a national policy/action plan under development?Yes No *Please explain briefly.***B3.4. If no, are there any SPP-related activities that are being implemented at (a) single agency(ies) level?**Yes No *Please explain briefly.***B4. Which ministry(ies) and/or agency(ies) was/were responsible in the development/elaboration of the latest SPP policy/action plan, and which additional ministries/agencies were involved in the development/elaboration process?**

<i>Name of the lead/main ministry(ies) and/or agency(ies) responsible in the development of the latest SPP policy/action plan (if any)</i>	<i>Additional ministries/agencies which supported or were consulted by the lead/main ministry(ies) and/or agency(ies)</i>

B4.1. By which entity was the latest SPP policy/action plan approved?

Please indicate the name of the government entity (i.e., parliament, ministry) which approved the latest SPP policy/action plan.

C. SPP POLICY/ACTION PLAN SCOPE, GOALS AND PRIORITIES

If your country is implementing SPP through means other than a SPP policy (e.g. laws, regulations, SPP component in overarching strategies), you may respond to questions in this section.

C1. Do you consider the contribution to the achievement of SDGs as a key objective in your SPP policy/action plan?

Yes No

Alignment of the SPP policy/action plan with SDGs

If yes, which SDGs do you target as a priority through your SPP policy/action plan?

Kindly choose at most five (5) SDGs that you consider as priority targets in your SPP policy/action plan, and please explain briefly how the SPP policy/action plan contributes to the achievement of those SDGs.

Sustainable Development Goals (SDGs)	Please explain briefly how the SPP policy/action plan contributes to the achievement of those SDGs
<input type="checkbox"/> SDG 1: End poverty in all its forms everywhere.	
<input type="checkbox"/> SDG 2: End hunger, achieve food security, and improved nutrition, and promote sustainable agriculture.	
<input type="checkbox"/> SDG 3: Ensure health and healthy lives and promote well-being for all at all ages.	
<input type="checkbox"/> SDG 4: Ensure inclusive and equitable quality education and promote lifelong learning opportunities for all.	
<input type="checkbox"/> SDG 5: Achieve gender equality and empower all women and girls.	
<input type="checkbox"/> SDG 6: Ensure availability and sustainable management of water and sanitation for all.	
<input type="checkbox"/> SDG 7: Ensure access to affordable, reliable, sustainable and modern energy for all.	
<input type="checkbox"/> SDG 8: Promote sustained, inclusive and sustainable economic growth, full and productive employment and decent work for all.	
<input type="checkbox"/> SDG 9: Build resilient infrastructure, promote inclusive and sustainable industrialization and foster innovation.	
<input type="checkbox"/> SDG 10: Reduce inequality within and among countries.	
<input type="checkbox"/> SDG 11: Make cities and human settlements inclusive, safe, resilient and sustainable.	
<input type="checkbox"/> SDG 12: Ensure sustainable consumption and production patterns.	
<input type="checkbox"/> SDG 13: Take urgent action to combat climate change and its impacts.	
<input type="checkbox"/> SDG 14: Conserve and sustainably use the oceans, seas and marine resources for sustainable development.	
<input type="checkbox"/> SDG 15: Protect, restore and promote sustainable use of terrestrial ecosystems, sustainably manage forests, combat desertification, and halt and reverse land degradation and halt biodiversity loss.	
<input type="checkbox"/> SDG 16: Peace, justice and strong institutions.	
<input type="checkbox"/> SDG 17: Strengthen the means of implementation and revitalize the global partnership for sustainable development.	

C2. Does the SPP policy/action plan target environmental concerns?Yes No

If yes, please select the top three environmental aspects which your SPP policy/action plan is targeting:

Environmental aspects
<input type="checkbox"/> Air pollution
<input type="checkbox"/> Biodiversity preservation
<input type="checkbox"/> Climate change mitigation
<input type="checkbox"/> Clean technology and eco-innovation
<input type="checkbox"/> Energy conservation
<input type="checkbox"/> Hazardous substances
<input type="checkbox"/> Health quality
<input type="checkbox"/> Local environmental conditions
<input type="checkbox"/> Ozone depletion
<input type="checkbox"/> Protection of natural resources
<input type="checkbox"/> Resource efficiency
<input type="checkbox"/> Soil protection
<input type="checkbox"/> Waste minimization
<input type="checkbox"/> Water conservation
<input type="checkbox"/> Other environmental aspect(s), please specify:

C3. Does your SPP policy/action plan target social, economic or governance-related aspects?Yes No

If yes, please select the top three social, economic or governance-related aspects which your SPP policy/action plan is targeting:

Social, economic, and governance-related aspects
<input type="checkbox"/> Protecting against human rights abuses (for example, discrimination, unsafe working conditions child labour, forced labour, and human trafficking). It is advised to refer to the UN Guiding Principles for Business and Human Rights in the definition of such considerations.
<input type="checkbox"/> Protecting and promoting groups at risk (for example, minorities, indigenous people, persons with disabilities, migrant workers) through social inclusion, which may include employment opportunities.
<input type="checkbox"/> Promoting compliance with ILO standards and decent work
<input type="checkbox"/> Promoting transparency and accountability and combatting corruption
<input type="checkbox"/> Promoting SMEs (for example, set aside, preferential treatment to SMEs)
<input type="checkbox"/> Promoting fair trade (for example, by ensuring fair living wages for those along the supply chain)
<input type="checkbox"/> Promoting gender equality (for example, through the promotion of women-led businesses, or requiring a certain percentage of women in the workplace)
<input type="checkbox"/> Promoting opportunities for social economy enterprises (NGOs, etc.)
<input type="checkbox"/> Promoting inclusive and equitable quality education, and lifelong learning opportunities for all (such as apprenticeship or training opportunities)
<input type="checkbox"/> Other social, economic and governance-related aspect(s), please specify:

C4. Do(es) the current policy(ies) set specific targets or goals for SPP implementation in the national/federal government?

Yes No

If yes, please describe briefly the target and the year by which it should be reached if defined, e.g. reaching a certain percentage of Sustainable public procurement by 2020; having all targeted authorities publish an annual SPP Action Plan; 95 % of all contracts including sustainability criteria annually; the expenditure on prioritized green products and services set to reach X % by 2020 and Y % by 2025; reduction of X % in GHG emissions through SPP, etc.

Target(s) or Goal(s) Description	To be achieved by (year)

C5. What is the current scope of your SPP policy? Does it apply to:

- All national/federal, state/regional, and local public authorities
- All national/federal and state/regional public authorities
- Only national/federal government public authorities
- Some national/federal public authorities
- Other, please specify: ...

C6. Which ministry(ies) or agency(ies) lead(s) the application/implementation of the SPP policy/action plan?

Select all that apply.

- Inter-ministerial / Inter-agency / Inter-department committee on SPP, consisting of the following agencies: ...
- Public procurement agency
- Ministry of Environment
- Ministry of Social Affairs
- Ministry of Finance
- Ministry of Industry
- Other, please specify: ...

C7. How is the current SPP policy/action plan being implemented?

*Please describe the **institutional framework** for the implementation of SPP (which departments or agencies are involved; what are their responsibilities, their coordination mechanisms and implementation approach).*

E.g. the Ministry of Environment sets a bi-annual plan rolling out the general activities aimed at promoting Sustainable public procurement and has the overall control of the programme. The rest of the agencies have to set annual SPP objectives and action plans and report on achievements, and the Ministry of Environment provides support to all of them in the process; or there is an inter-ministerial committee composed of X and Y ministries which plans and coordinates all SPP activities, the other agencies having to implement SPP but without any specific plan; etc.

C8. What is your best estimation of the percentage of the national/federal government procurement budget which falls into the scope of SPP policy/action plan implementation?

This is meant to be indicative, so your best estimate will be fine.

D. ACTIVITIES TO SUPPORT THE IMPLEMENTATION AND INSTITUTIONALISATION OF SPP

This section aims at identifying the practical support provided to procurement practitioners in the implementation of SPP.

D1. Have certain categories of goods, services or works been selected as a priority in SPP implementation by the national/federal government?

Yes No

If not, why?

Please explain briefly:

D2. What are the categories prioritized for SPP implementation? Please provide the eventual link to the action plan, policy document or decree defining the list of priority products (goods, services or works).

Please select all that apply:

- | | |
|--|--|
| <input type="checkbox"/> Appliances (commercial and residential appliances, such as clothes washers, ovens, refrigerators, etc.) | <input type="checkbox"/> Lighting products and equipment (incl. lamp bulbs, indoor and outdoor lighting). |
| <input type="checkbox"/> Building interior products (carpeting, wallboards, paint and stains, etc.) | <input type="checkbox"/> Meeting and conference services |
| <input type="checkbox"/> Building management and maintenance | <input type="checkbox"/> Office electronics (incl. computers, monitors and imaging equipment) and electronic equipment leasing |
| <input type="checkbox"/> Cleaning products, janitorial and laundry services | <input type="checkbox"/> Office supplies (non-paper supplies) |
| <input type="checkbox"/> Construction materials and services (including concrete, insulation materials, etc.) | <input type="checkbox"/> Paper and paper products |
| <input type="checkbox"/> Doors and windows | <input type="checkbox"/> Road Design, Construction and Maintenance |
| <input type="checkbox"/> Electricity acquisition and Renewable energy | <input type="checkbox"/> Shipping, Packaging & Packing Supplies |
| <input type="checkbox"/> Food, catering services and vending machines | <input type="checkbox"/> Textiles (including workwear) |
| <input type="checkbox"/> Furniture | <input type="checkbox"/> Transportation services and vehicles (including fleet maintenance) |
| <input type="checkbox"/> Healthcare, biomedical equipment and supplies | <input type="checkbox"/> Urban Waste collection |
| <input type="checkbox"/> Heating, venting and cooling products | <input type="checkbox"/> Waste water infrastructure |
| <input type="checkbox"/> Landscaping and park services | <input type="checkbox"/> Water-using products/ plumbing systems |
| <input type="checkbox"/> Other, please specify: | |

D3. What were the factors taken into consideration in product groups prioritization?

Select up to 3 options:

- The existence of other policy commitments and instruments which may support the “green” procurement of those categories
- A national/federal government expenditure analysis (economic relevance)
- Their impact magnitude: prioritising those with higher sustainability impact
- The existence of ecolabels and sustainability standards for those categories
- The market readiness and response capacity in the country
- The prioritization by neighbouring countries or supra-national organizations
- The existence of previous experiences by public authorities
- The price difference between the alternative sustainable product and conventional product (price premium)
- Other, please specify:

D4. Have SPP criteria or product procurement guidelines been developed for the procurement of priority goods/service/works categories identified in question D2?

- Yes
- No

If yes, for which products? Please provide the links to the SPP criteria/specifications or guidelines for the procurement of these products.

D5. How were these SPP criteria or product procurement guidelines developed?

Please explain briefly the process followed, and on which grounds were those SPP criteria developed (e.g. based on international/national/regional ecolabels and voluntary sustainability standards, international/national/federal/regional regulatory standards, criteria by other public authorities, etc.)

D6. Do these SPP criteria or guidelines address environmental and/or social aspects?*

- They address only environmental aspects.
- They address only social aspects.
- They address both environmental and social aspects.

Please provide the link to those SPP criteria/ specifications or guidelines below.

D7. Is the use of these SPP criteria or product procurement guidelines mandatory?

Yes No

D7.1. Is the use of these SPP criteria or product procurement guidelines mandatory for all products?

- Yes, for all products.
- No, only for certain products.

Please provide the link to these SPP criteria/specifications or guidelines.

D7.2. Is the use of these SPP Criteria or product procurement guidelines mandatory for all procuring entities?

- Yes, for all procuring entities.
- No, only for targeted procuring entities.

Please clarify which categories of procuring entities are covered by the obligation, e.g., national/federal, regional, or local entities:

D8. Has SPP been integrated into regular management and procurement-related processes and procedures (such as internal regulations, staff performance evaluations...)?

Please explain briefly.

D9. Has SPP been integrated into regular management and procurement-related software and tools (e-procurement platforms, bidding document templates, accounting software...)?

Please explain briefly.

D10. Is training on SPP provided?

Please explain the type and nature of the training, target audience, frequency, and the number of staff who receive the training annually.

D11. What other activities or measures are used to support SPP implementation?

Select all that apply:

- Reputational incentives (awards, recognition programmes, publication of good practice...)
- Economic incentives (bonus based on SPP performance or others)
- Networking and socialising events
- Provision of SPP-related information (through a SPP website, newsletters...)
- Suppliers and market engagement activities
- No other support activities exist
- Other activities, please specify: ...

D12. How many annual human and economic resources are allocated for the promotion and implementation of the SPP policy/action plan?

Please provide an estimate of the annual budget allocated to the implementation of the SPP policy/action plan (in the national currency) and the number of employees working annually on the implementation of SPP (in full-time equivalent jobs – see annex for exact definition).

E. MONITORING SPP IMPLEMENTATION AND RESULTS

This section aims at evaluating whether SPP implementation progress and results are monitored.

E1. Does the national/federal government monitor and evaluate SPP implementation?

Yes No

E2. If not, why?

Please explain briefly the reasons why SPP implementation is not monitored, and go to section F.

E3. If yes, what aspects are monitored?

Select all that apply:

Kindly specify the SPP indicators you measure or calculate for each aspect that you monitor, and describe briefly for each indicator the categories of goods, services or works covered and procurement thresholds considered.

E3.1

Aspects of SPP Implementation	SPP Indicators
<input type="checkbox"/> SPP institutionalization	<input type="checkbox"/> Existence of sustainable procurement action plans at organization or department level
	<input type="checkbox"/> Integration of sustainable procurement in procedures and tools
	<input type="checkbox"/> Leadership, responsibilities, and coordination roles/ mechanisms established or assigned for sustainable procurement
	<input type="checkbox"/> Availability of tracking systems for measuring sustainable procurement
	<input type="checkbox"/> Number of staff trained in sustainable procurement
	<input type="checkbox"/> Number of engagement activities with suppliers on sustainable procurement topics
	<input type="checkbox"/> Number of staff dedicated to sustainable procurement
	<input type="checkbox"/> Other, please specify:
	<input type="checkbox"/> None
<input type="checkbox"/> Procurement processes (e.g. calls for tenders, procurement orders and/or contracts including sustainability criteria)	<input type="checkbox"/> Number of calls for tenders including sustainability criteria
	<input type="checkbox"/> Number or value of contracts including sustainability criteria
	<input type="checkbox"/> Quantities of sustainable goods, services or works purchased
	<input type="checkbox"/> Financial value of sustainable goods, services or works purchased
	<input type="checkbox"/> Expenditure on preferred companies (SMEs, women-owned businesses, local companies, etc.)
	<input type="checkbox"/> Other, please specify:
<input type="checkbox"/> None	
<input type="checkbox"/> Sustainability outcomes	<input type="checkbox"/> Environmental benefits/ impacts of the procurement (e.g. CO2 saved)
	<input type="checkbox"/> Economic benefits/impacts of the procurement process (e.g. greener supply chains)
	<input type="checkbox"/> Social benefits/impacts of the procurement process (e.g. direct generation of employment opportunities, including the promotion of labor standards for workers in the global supply chain)
	<input type="checkbox"/> Contribution to the achievement of the SDGs
	<input type="checkbox"/> Other, please specify:
<input type="checkbox"/> None	

E4. Does the national/federal government publish the results of the SPP monitoring exercises?

Yes No

If yes, please provide links to those publications or relevant websites:

E5. What is the frequency of the SPP monitoring?

- Monthly
- Quarterly (every three months)
- Semi-annually (every six months)
- Annually (once a year)
- Biannually (every two years)
- Other, please specify:

E6. Which public authorities are subject to national/federal SPP monitoring?

E.g. all authorities targeted falling under the SPP policy/action plan representing XX agencies / only national/federal government authorities representing XX agencies / etc.

E7. What was the response rate, i.e. the percentage of agencies subjected to the monitoring which provided information, in the last monitoring exercise?

E8. How is information gathered from and/or reported by the different public authorities subject to the national/federal monitoring of SPP?

Please select all that apply.

- A standard questionnaire (online or on paper)
- A standard scorecard
- Internal financial software/tools (e.g. SAP systems or equivalent)
- E-procurement platform(s)
- Online catalogue for centralised procurement of products
- Other, please specify: ...

E8.1. What is the name of your eProcurement system? _____

Kindly indicate the link:

E9. Please share the key results from the monitoring of SPP

*The results should be presented in the form of **graphic illustrations, charts or tables** in English, so as to allow their direct inclusion in factsheets (please send the graphic illustrations, charts or tables by email to unep-spp@un.org). Results should refer to the last monitoring period, or should present the evolution of SPP over time, from the beginning of the monitoring to the last monitoring period. Please include the web link(s) from which monitoring reports can be downloaded, if available, or to a relevant presentation providing details of those results.*

E9.1. If you estimate or calculate the SPP impacts/benefits, please share the key results of the said impact/benefits analysis.

*The results should be presented in the form of **graphic illustrations, charts or tables in English**, so as to allow their direct inclusion in factsheets (please send the graphic illustrations, charts or tables by email to unep-spp@un.org). Results should refer to the last monitoring period, or should present the evolution of SPP over time, from the beginning of the monitoring to the last monitoring period. Please include the web link(s) from which monitoring reports can be downloaded, if available, or to a relevant presentation providing details of those results*

F. KNOWLEDGE AND EXPERIENCE SHARING: GOOD PRACTICE, ACHIEVEMENTS AND RESOURCES TO SHARE

F1. Are there good practices, or national/federal government achievements in the field of SPP implementation which you would like to share with peers?

If so, please describe shortly that practice/achievement and kindly provide web links to relevant documents or web pages which may provide further clarifications or details, regardless of the language used.

F2. Are there any examples of good practice from other public authorities in the country, for example, at a sub-national level (i.e. regional or local levels) which you would like to share?

If so, please provide a short description of those examples and web links to relevant information which may provide further clarifications or details, regardless of the language used.

F3. Is there any material of interest in the field of SPP implementation which you would like to recommend or share with peers, such as case studies, publications, articles, etc.?

Yes No

If yes, kindly provide the link for the said case studies, publication, articles, etc., if available.

F4. With regard to addressing the COVID-19 crisis, are there specific Sustainable Procurement initiatives, strategies, or actions which you have undertaken to cope with the impacts of the crisis in relation to public procurement?

Yes No

If yes, kindly indicate the specific Sustainable Procurement initiatives, strategies, or actions you have undertaken to cope with the impacts of the Covid-19 crisis in relation to public procurement. (E.g., by developing new criteria for the procurement or recycling of sanitary masks, by changing the focus of procurement spend to support different economy sectors hit by the crisis, by switching to online training sessions, etc.)

F5. Are there any barriers or difficulties you are facing regarding SPP implementation?

Yes No

If yes, which of following are the largest barriers to SPP implementation? Choose all that apply

Barriers to SPP Implementation

- Competing procurement priorities
- Insufficient monitoring, evaluation and/or enforcement of SP policies
- Lack of a clear definition of sustainable goods, services and/or supplier operations
- Lack of credible ecolabels and sustainability standards
- Lack of expertise on SP implementation
- Lack of external pressure from stakeholders / no activism campaigns
- Lack of external recognition for SP implementation
- Lack of inclusion of SP in staff performance and promotion reviews
- Lack of information on the sustainability practices and operations of suppliers
- Lack of inter-agency cooperation
- Lack of mandatory SP rules/legislation
- Lack of measurement of economic / business outcomes from SP implementation
- Lack of measurement of environmental and/or social outcomes from SP implementation
- Lack of personal commitment to SP by staff
- Lack of policy commitments/goals/action plans
- Lack of relevant SP criteria and specifications
- Lack of strong political and organizational leadership on SP

- Lack of sustainable goods and/or services to purchase
- Lack of tools available that measure life-cycle costs
- Lack of training of procurement staff in SP
- Little or no visibility into supply chains
- Perception that procurement is administrative, not policy-driven
- Perception that sustainable goods and/or services are more expensive
- Perception that sustainable goods and/or services are of lower quality
- Others, please specify.

F6. If so, is there any support you would like to receive in terms of resources, capacity building, information, etc.in addressing any of these barriers?

Yes No

If yes, please specify:

F7. Are there any other details relating to SPP implementation (national/federal government scope) which you would like to add, which may not have been addressed in previous questions?

Yes No

If so, please provide a short description of what you wish to mention and web links to relevant information which may provide further clarifications or details, no matter what the original language of the information may be.

Thank you for your kind participation.

Please contact us at unep-spp@un.org should you have any questions.

ANNEX 1. DEFINITIONS

- Full-time equivalent jobs: According to the OECD , a full-time equivalent job is defined as total hours worked divided by average annual hours worked in full-time jobs.
- ILO core labour conventions: The ILO's Governing Body has identified eight conventions as being "fundamental" or core, addressing subjects which are considered as fundamental principles and rights at work: freedom of association and the effective recognition of the right to collective bargaining (Convention 87 and 98); the elimination of all forms of forced or compulsory labour (Convention 29 & 105); the effective abolition of child labour (Convention 138 & 182); and the elimination of discrimination in respect of employment and occupation (Convention 100 & 111).
- National Government: In this study, "national government" refers to the central (or federal) government of a country, as opposed to sub-national, or sub-federal governments.
- Procurement expenditure: According to the OECD , the national government procurement refers to the expenditure by the government and state-owned enterprises of goods, services and works and is defined as the sum of intermediate consumption (goods and services purchased for their own use, such as accounting or information technology services), gross fixed capital formation (acquisition of capital excluding sales of fixed assets, such as building new roads) and social transfers in kind via market producers (purchases by of goods and services produced by market producers and supplied to households).
- SPP Institutionalisation refers to the processes and actions to integrate and embed SPP in the organisation's culture and daily operations, this might include, among others: the definition of departmental SPP action plans, the inclusion (or non-inclusion) of SPP-related responsibilities in the personal performance objectives of staff with procurement responsibilities, the provision of SPP training, the integration of SPP aspects in the authority's procurement and/or financial systems, the provision of SPP guidelines, etc.
- SPP Policy/Action Plan: In this study, a SPP Policy/Action Plan refers to any type of document (law, act, executive order, strategy, policy, programme, action plan, etc.) dedicated to the promotion and implementation of SPP in any of its environmental and/or socio-economic dimensions.
- State-owned enterprises (SOEs): According to the OECD , SOEs are enterprises where the State has significant control, through full, majority or significant minority ownership. SOE are often prevalent in utilities and infrastructure industries, such as energy, transport and telecommunication, whose performance is of great importance to broad segments of the population and to other parts of the business sector, that's why they are also known as state-owned utilities.
- Total expenditure: According to the OECD , the total expenditure is equivalent to expenditures by the government on the following items: "intermediate consumption, compensation of employees, subsidies, social benefits and social transfers in kind (via market producers), other current transfers, property income, capital transfers (payable), the adjustment for the net equity of households in pension funds reserves, gross capital formation and net acquisition of non-financial non-produced assets". It also includes taxes on income and wealth and any other taxes on production that government may be required to pay.
- Works includes all type of construction projects, including buildings, civil engineering, development works.

ANNEX 2. TABLE B: Possible definitions of "sustainable" for output indicators

Aspects of Area	Definition of sustainable
1. Procurement processes including sustainability criteria -	Based on: <ul style="list-style-type: none"> • single attributes (recycled, bio-based, energy-efficient...); • single or multi-attribute sustainability norms, standards, and certification schemes (ISO Type I ecolabels, ILO conventions, fair trade, "designed for all", etc.) or; • other nationally or regionally developed SPP criteria.
2. Sustainable goods, services or works purchased -	Same as above

ANNEX 3. TABLE C: Possible data sources for the different monitoring aspects or areas

Aspects or Areas	Possible Data Sources
1. SPP institutionalization	<ul style="list-style-type: none">• Status assessment questionnaires• Semi-structured interviews• Direct review of plans, procedures, reports...• Scorecards
2. Procurement contracts including sustainability criteria	<ul style="list-style-type: none">• E-procurement platforms• Central procurement databases• SAP systems• Forms filled at tendering/awarding stages• Direct tender analysis
3. Sustainable goods, services, or works purchased	<ul style="list-style-type: none">• Centralised online product catalogues• Internal financial software/tools• Inventories (vehicle fleets, IT hardware...)• Suppliers/vendors' reports• Reports drafted by external organisations