

Approach to Collecting Information to Report on the Progress in Implementing Integrated Product Policy (IPP)

**Proposal of the Working Group on IPP Reporting
Formats to the European Commission**

4 December 2006

Final submission by WGRF

TABLE OF CONTENTS

EXECUTIVE SUMMARY	III
1. INTRODUCTION	5
2. PROPOSED SCOPE AND FOCUS OF INFORMATION COLLECTION	6
3. PROPOSED STRUCTURE OF THE 2007 IPP IMPLEMENTATION REPORT	8
4. PROPOSED APPROACH TO COLLECT INFORMATION ON IPP IMPLEMENTATION	9
4.1. STAKEHOLDER GROUPS TO REPORT	9
4.2. APPROACH TO INFORMATION ACQUISITION	10
5. SUGGESTIONS REGARDING FUTURE REPORTING EXERCISES	14

ANNEXES

- ANNEX 1: THE MANDATE AND MEMBERS OF THE WORKING GROUP ON IPP REPORTING FORMATS
- ANNEX 2: PROPOSED LIST OF STAKEHOLDER ORGANISATIONS TO BE INVITED FOR CONSULTATION
- ANNEX 3: INTRODUCTION AND INSTRUCTIONS LETTER ON IPP REPORTING TO MEMBER STATES
- ANNEX 4: INDICATIVE LIST OF IPP POLICIES, ACTIONS AND MEASURES ETC., ABOUT WHICH POTENTIALLY MORE INFORMATION IS TO BE PROVIDED
- ANNEX 5: LIST OF MEASURES AND ACTIONS AS AGREED BY THE EUROPEAN COMMISSION IN THE IPP COMMUNICATION
- ANNEX 6: PROPOSED QUESTIONNAIRE FOR MEMBER STATES
- ANNEX 7: PROPOSED QUESTIONNAIRE FOR OTHER STAKEHOLDERS

Disclaimer: The views expressed in this document are solely those of the Working Group on IPP Reporting Formats. The document must not be regarded as stating an official position of the European Commission services or any of the participating organisations.

EXECUTIVE SUMMARY

Based on its Communication on Integrated Product Policy ("*the IPP Communication*")¹, the European Commission should in 2007 submit a report to the European Parliament and the Council on the progress made in the implementation of IPP in the European Union ("*the 2007 IPP Implementation Report*").

A Working Group on IPP Reporting Formats (*the Working Group*) was set up in April 2005, to review the type of information that could be reported in light of the *IPP Communication*, and to propose to the European Commission an approach to collecting the information required for reporting.

This document summarizes the approach, procedures and tools which the *Working Group* proposes to use in the work towards the *2007 IPP Implementation Report*. It is the result of several internal meetings of the *Working Group*, review of literature and a consultation with Member States as well as with European IPP experts. Furthermore, the proposed approach and questionnaires were subject to "pilot testing" by half a dozen potential reporting organisations in November 2006.

Stakeholder groups to report

According to the *IPP Communication*, Member States as well as other stakeholders "including industry sectors and consumer organisations" should submit their own reports detailing the measures taken and progress made in implementing IPP. For the purpose of reporting, IPP relevant stakeholders could be grouped as follows:

- Governments (Member States);
- Other stakeholders, mainly the business community (industry and retailers) and relevant NGOs (consumer and/or environmental organisations);

- Relevant units of the European Commission and other European institutions.

A proposed 'minimum list' of stakeholders to invite to report has been compiled by the *Working Group* for the use and modification by the Commission. It is also suggested that other types of stakeholders, especially local and regional authorities could be given the opportunity to report on their IPP-relevant activities.

Sources of information

A four-pronged approach is proposed to collect the information necessary to report on the implementation of IPP. The main sources of information include:

- reports submitted by Member States and other stakeholders on their activities related to IPP implementation;
- information provided by the relevant units of the European Commission and other European institutions, where appropriate;
- literature review; and
- consultation and interviews with experts.

Furthermore, depending on available resources, prior to the finalisation of the *2007 IPP Implementation Report* the European Commission could organize an integration workshop to consolidate the findings of information collection.

Reporting by Member States and other stakeholders

Reporting on IPP implementation is voluntary for all stakeholders. It is suggested that Member States and other stakeholders would report on their relevant activities by filling out questionnaires proposed in this report. The questionnaire for collecting information from Member States covers twelve different topics related to IPP implementation, while the questionnaire for other stakeholders covers ten.

¹ COM 2003 (302) final.

Regarding the administration of questionnaires, the *Working Group* suggests that Member States should be formally and individually requested to provide information and submit their completed reports electronically (via e-mails). They could also be invited to send by post those relevant national reports available only in hard copies.

In case of all other stakeholders, the questionnaire could be placed on the European Commission's "*Your Voice in Europe*" website², which is an on-line instrument and a 'single access point' to a wide variety of consultations.

Input from the European Commission

The relevant units of the European Commission and other relevant EU institutes will be directly contacted by DG Environment and requested to provide information on their relevant activities. Moreover, they will be requested to provide available information on the implementation in Member States of IPP relevant EU initiatives, such as greening of public procurement, European Eco-label, ETAP, etc. The Commission may also opt to invite other relevant European institutions to report. The final scope of information collection will be defined by DG Environment.

Literature review

Significant amount of information on IPP implementation is already available via public information sources, including websites, books, articles, and documents such as strategies, programmes, studies and reports. The *Working Group* proposes that DG Environment, which will be compiling the 2007 report, could conduct a comprehensive study of literature on the implementation of IPP. An initial review of literature will be conducted by the European Topic Centre on Resource and Waste Management and presented in January 2007.

Consultation and interviews with experts

² http://ec.europa.eu/yourvoice/index_en.htm

An expert panel, consisting of about a dozen key European IPP experts ("*the IPP Expert Panel*"), was established in June 2006 to support the work of the *Working Group*. The *IPP Expert Panel* provided input to the design of approach to information acquisition, and could also be invited in the future to comment on the draft of the *2007 IPP Implementation Report*. In addition, to access existing information and to benefit from the already available expertise, it is proposed that further IPP experts and advanced practitioners could be consulted individually, via semi-structured interviews. This could include additional 10-15 interviewees with a regional level insight into the topic.

Scope of information collection

The *Working Group* proposes to expand somewhat the scope of IPP reporting, and to go beyond the suggested list of "possible roles and responsibilities of stakeholders" defined in Annex II of the *IPP Communication*. A list of IPP type concrete policies, actions and measures which are IPP related 'in spirit' even if they are not specifically listed in the *IPP Communication* (e.g. they are life-cycle based and have a product dimension), has been compiled by the *Working Group*, and is included in this document.

Other comments by the Working Group

To facilitate future reporting, it is suggested to develop a framework mechanism to monitor progress in IPP implementation that are adapted to the needs and roles of all stakeholders. The role of Eurostat's "Data Centre on Products" should here be addressed.

To further support future IPP implementation, it is suggested to develop practical guidelines on the implementation of IPP, addressing all relevant stakeholder groups.

Quick start on IPP reporting

The proposed process of IPP reporting using the *questionnaire* is straight-forward (see also illustration in Figure 3, in Section 4.2 page 11).

1. Read the *introduction* (Annex 3)

2. Browse through the “*Indicative list of IPP policies, actions and measures*” (Annex 4)

3. Fill out one of the *Questionnaires* (either Annex 6 or Annex 7)

4. Submit the completed questionnaire.

1. INTRODUCTION

Context of the 2007 Reporting on the Implementation of Integrated Product Policy

The European Union Strategy for Sustainable Development³ (EU SDS) was endorsed by the European Council during the Göteborg Summit in June 2001. The 6th Environment Action Programme (6EAP)⁴ identified “sustainable use of natural resources and management of wastes” as one of the key areas for action. Reflecting this, the Göteborg European Council agreed that “*the EU Integrated Product Policy aimed at reducing resource use and the environmental impact of waste should be implemented in-cooperation with business*”.

Based on its Green Paper on Integrated Product Policy⁵, published in February 2001, and on the following stakeholder consultations, the European Commission published the Communication on Integrated Product Policy⁶ in June 2003.

In Chapter 7, “Coordination and Integration”, the *IPP Communication* states that the European Commission will “... *prepare a report on progress being made in implementing IPP and submit it to the European Parliament and Council*”. Furthermore, the European Commission was asked to organize periodical meetings (“*the IPP Regular Meetings*”), to provide assistance in the development and implementation of IPP, and to monitor progress in Member States and initiatives by various stakeholders.

The 1st *IPP Regular Meeting* on the implementation of IPP took place in February 2004. The delegates of *IPP Regular Meetings* include representatives of Member States and other stakeholders, e.g. consumer and environmental organisations, professional associations, etc. Since the first regular meeting, another five *IPP Regular Meetings* have been held (2004–2006). The meetings are chaired by DG Environment.

The Working Group on IPP Reporting Formats

In September 2004, the 2nd *IPP Regular Meeting* decided to set up a dedicated working group with a mandate to review the type of information that could be collected in the context of reporting on IPP implementation. Another task was to propose an approach to information collection for IPP reporting, including drafting the forms to be provided to Member States and other stakeholders (e.g., businesses and NGOs, etc.) to help reporting on the measures taken and the progress made in implementing IPP.

³ Communication from the Commission: A Sustainable Europe for a Better World: A European Union Strategy for Sustainable Development (Commission's proposal to the Gothenburg European Council), COM(2001) 264 final

⁴ Communication from the Commission to the Council, the European Parliament, the Economic and Social Committee and the Committee of the Regions On the Sixth Environment Action Programme of the European Community 'Environment 2010: Our future, Our choice' - The Sixth Environment Action Programme COM(2001) 31 final

⁵ Commission of the European Communities: Green Paper on Integrated Product Policy COM(2001) 68 final

⁶ Communication from the Commission to the Council and the European Parliament: Integrated Product Policy – Building on Life-Cycle Thinking, COM(2003) 302 final

In order to fulfil this task, the Working Group on IPP Reporting Formats (hereinafter referred as the “*Working Group*”) was established in April 2005, chaired by DG Environment and consisting of representatives from the UK’s Department for Environment, Food and Rural Affairs (DEFRA), the European Topic Centre on Resource and Waste Management (ETC/RWM), and the European Environment Agency (EEA).

The official mandate of the *Working Group* and the list of its members are included in *Annex 1* of this document.

The activities of the *Working Group* included preparation of several working papers by ETC/RWM-EEA, internal discussions and consultation with stakeholders and European IPP experts.

The interim results of its work were presented and discussed during two *IPP Regular Meetings*, on 23 November 2005, and on 6 June 2006.

To ensure consultation with experts, an expert panel was set up, consisting of about a dozen European IPP experts (“*the IPP Expert Panel*”). The kick-off meeting of the *IPP Expert Panel* took place on 27 June 2006 at the European Environment Agency in Copenhagen. The objective of this meeting was to review the *Working Group*’s draft proposal on stakeholder consultation. The summary of the meeting is available on the on the IPP website of the European Commission⁷ (“*the EC IPP website*”). It is suggested that the *IPP Expert Panel* should convene again to comment on the draft of the *2007 IPP Implementation Report*.

Upon submitting this final proposal for consideration by the European Commission, the *Working Group* concluded its activity in October 2006. In November, 2006, the proposed approach and questionnaires were pilot-tested by half a dozen potential reporting organizations. The results and comments from that testing phase were incorporated in this current version of the Proposal.

Structure of this Document

This document summarises the approach, procedures and tools which the *Working Group* proposes to use to collect information necessary for the *2007 IPP Implementation Report*. It includes:

- An overview of the context of IPP reporting and the *Working Group*’s reflections on IPP implementation and reporting, which have important implications for reporting and the evaluation of the progress made in implementation of IPP (*Chapter 1*);
- The proposed approach to collect information necessary for IPP reporting, including the classification of stakeholder groups for reporting purposes, and the description of means of information acquisition (*Chapter 2*);
- The proposed scope and focus of information collection (*Chapter 3*);
- A draft proposal for the structure of the *2007 IPP Implementation Report*, and some recommendations towards future reporting on IPP implementation (*Chapters 4 and 5*).

There are seven Annexes attached to the report, which are an integral part of the document. They include the mandate and list of *Working Group* members (*Annex 1*), a proposed list of stakeholder organisations to be contacted (*Annex 2*), an introduction and cover letter to Member States and other stakeholders invited to report on IPP implementation (*Annex 3*), a proposed list of potential IPP measures and actions to include in the scope of IPP reporting (*Annex 4*), a list of actions agreed to be implemented by the European Commission in the *IPP Communication* (*Annex 5*), and finally, the

⁷ <http://ec.europa.eu/environment/ipp/>

questionnaires developed to collect information from Member States (*Annex 6*) and other stakeholder groups (*Annex 7*).

Reflections on IPP Implementation and Reporting

The following ‘contextual factors’ are considered by the *Working Group* to have significant implications on the implementation of IPP, thus on reporting on the implementation of IPP as well:

- IPP is a dynamic policy field, still evolving both with respect to its scope and principles, and concrete actions. There are implications for reporting arising from this, namely, should the interpretation of IPP be confined to what is written in the *IPP Communication*, or should it be interpreted more broadly, expanding the original scope of action?
- According to available information, there is still a considerable variety in the existing IPP strategies and concrete actions of Member States; at the same time, in many of them no explicit IPP policy exist, although the implementation of ‘IPP elements’ (in isolation and not necessarily ‘under the name of IPP’) does take place.
- The level of awareness about life-cycle thinking among some stakeholder groups and their need for further support has been recently studied and presented in a report⁸ to the European Commission. The overall conclusion of the report was that awareness about life-cycle thinking in small European firms, retailers and consumer organizations is rather poor. However, large differences can be found based on specific positions in the product supply-chain, sector, product group and country involved.
- No targets, indicators or monitoring mechanisms were included in the *IPP Communication*; furthermore, the report commissioned by DG Environment in 2005 on indicators for Integrated Product Policy⁹ concluded that the field of indicators for IPP had not yet been developed, although some of the available Sustainable Development indicators may be relevant to IPP.
- The implementation of IPP is taking place in a complex EU policy context and can potentially be leveraged by synergies arising from the implementation of other policies too, e.g. the Lisbon Strategy and other related initiatives, such the initiative on European Governance¹⁰ and on “Better Regulation for Growth and Jobs in the European Union¹¹” etc.
- Implementation of the *IPP Communication*, as well as reporting on progress in implementation is voluntary for all stakeholders. Special effort will have to be made by the European Commission to give stakeholders incentives for reporting, and to engage the most relevant stakeholders and experts.

Overall, due to the seemingly great variety in acceptance, understanding and implementation of practical measures, as well as the multi-stakeholder nature of IPP - detailing the measures taken and progress made in implementing IPP will be a challenging task.

⁸ Making Life-Cycle Information and Interpretative tools available, a TNO Report (B&O-A R 2005/326), 2005 (available at the *EC IPP website*)

⁹ C. Poll et al.: Development of Indicators for an Integrated Product Policy, Final Report for the European Commission, November, 2005 (available at the *EC IPP website*)

¹⁰ COM(2001) 428 final

¹¹ COM(2005) 97 final

Based on the above, the reflections of the *Working Group* concerning the design of approach to collection of information can be summarised as follows:

- It is recommended that rather than reporting on the progress being made in implementation and/or the impact of the *IPP Communication* itself, reporting should focus on the implementation of IPP principles as well as on product-oriented environmental policies and measures “in the spirit of IPP”.
- Furthermore it is recommended to consistently refer to the process as “reporting on the implementation of IPP” to avoid misinterpretation that the exercise is a policy assessment, e.g. by referring to the process as “reporting on the implementation of the *IPP Communication*”.
- Due to the seemingly wide variety of IPP activities and differences in understanding, it is necessary to provide guidance to stakeholders regarding what to report on, “translating” the IPP into more concrete measures and actions on the practical level. At the same time, reporting should be flexible enough to accommodate the different situation of stakeholders.
- Due to the fact that IPP is still in the initial phase of development, it is advisable to focus information collection activities on expert consultation and literature review.
- In addition to approaching the key IPP stakeholders directly, providing an opportunity to comment to a broad audience (e.g. via the Internet) could further enrich the information. Incentives should be provided to the best extent possible to motivate stakeholders to participate in reporting. Potential incentives could include publicising best practices, or inviting their comments on the ways to improve IPP in the future.
- In order to be able to devise the approach for information collection, it is necessary to further define the objectives and focus of the *2007 IPP Implementation Report*.

Box: The IPP approach and its **five key principles** in short (these also represent the 'spirit' of IPP)¹².

Life-Cycle Thinking – it considers a product’s life-cycle and aims for a reduction of its cumulative environmental impacts – from the “cradle to the grave”. In so doing it also aims to prevent individual parts of the life-cycle from being addressed in a way that just results in the environmental burden being shifted to another part. By looking at the whole of a product’s life-cycle in an integrated way, IPP also promotes policy coherence; it encourages measures to reduce environmental impacts at the point in the life-cycle where they are likely to be most socio-economic effective for society.

Working with the market – setting incentives so that the market moves in a sustainable direction.

Stakeholder Involvement – it aims to encourage all those who come into contact with the product to act on their sphere of influence and to encourage co-operation between the different stakeholders.

Continuous Improvement – IPP aims for a continuous improvement in parameters rather than setting a precise threshold to be attained; companies can set their own pace and focus cost efficiency.

A Variety of Policy Instruments – the IPP approach requires a number of different instruments because the variety of products available and different stakeholders involved. These instruments range from voluntary initiatives to regulations and from the local to the international scale.

¹² Commission of the European Communities: Green Paper on Integrated Product Policy COM(2001) 68 final, p. 4-5.

2. PROPOSED SCOPE AND FOCUS OF INFORMATION COLLECTION

Scope of Information Collection

The *IPP Communication* separately addresses the role and responsibilities of the European Commission, and those potential IPP measures which could be taken by Member States and other stakeholders. The former activities are outlined in the main body of the Communication, while suggestions for the latter are included in its Annex II, “Possible Roles and Responsibilities of Stakeholders”.

However, the *Working Group* proposes to expand the list of possible roles of stakeholders indicated in the *IPP Communication*. Measures and instruments which fit the objectives and principles of IPP should therefore be included in the scope of stakeholder consultation even if they are not explicitly listed in Annex II of the Communication (i.e. "IPP-type" information).

Annex 4 of this document provides guidance and lists the IPP potential measures by stakeholders. These are compiled by the *Working Group* and based on the measures and actions listed in the *IPP Communication* as well as on other practical measures related to IPP implementation. This list will also be useful to provide guidance to stakeholders regarding what to report on, especially when reporting on IPP best practices and/or other examples of practical implementation, and to translate IPP into more concrete measures and actions on the practical level. Furthermore, the *Working Group* recommends that stakeholders should be given the opportunity to report on any other measures they consider relevant to the implementation of IPP, including relevant past activities.

Focus of Information Collection

Due to the complex nature of the IPP reporting exercise, (i.e., great variety of aspects related to IPP implementation, their various inter-linkages, etc.) to devise the means and details of information collection it is necessary to define the primary focus, i.e. the key themes or aspects of reporting. The envisaged content and structure and the focus of the *2007 IPP Implementation Report*¹³ is to be confined primarily to the structure and content of the *IPP Communication*.

Altogether, **seven key themes** or aspects of IPP implementation have been defined on this basis. Three of them are based on the “key roles” defined in Chapter 4 of the *IPP Communication*:

- i) Contribution to addressing the environmental challenges identified in both the EU Sustainable Development Strategy and the Sixth Environmental Action Programme;
- ii) Supplementation of existing product-related policies; and
- iii) Strengthening of coordination and coherence between existing and future environment-related product policy instruments.

Further four themes/aspects of implementation arise from the structure (i.e. the main chapters) of the *IPP Communication*¹⁴:

- iv) Implementation of IPP principles;
- v) Product policy and IPP strategy;
- vi) Establishment of framework conditions for continuous environmental improvement; and
- vii) Developing a focus on particular products.

¹³ See the next Chapter.

¹⁴ “Coordination and integration” is another main area identified by the IPP Communication, but it is already included on the list from the “roles of IPP”.

In addition to the above, based on the information available at this stage of the reporting process regarding the implementation of IPP principles in Europe, the *Working Group* suggests that special emphasis is to be put on the following four topics during reporting:

- ***The role and operation of national “governance structures” in product-oriented environmental initiatives, and thus in the implementation of IPP***

The “governance approach”¹⁵ is a concept extending on the stakeholder approach, striving to implement a model of “shared responsibility” where stakeholders are equally responsible for both policy-making and implementation. (Whereas according to the “stakeholder approach” stakeholders are also involved in policy making, but the primary responsibility regarding the setting of policy directions remains on the side of the policy maker.) The *Working Group* therefore suggests to study during reporting whether and how this new model of “shared responsibility” is implemented, and also to highlight its importance in the overall implementation of IPP.

- ***The transformation of IPP-relevant institutional frameworks***

The foundation of relevant new responsibilities within existing organisations, and the establishment of IPP related bodies and infrastructure with available financial and human resources are considered to be a useful indication of IPP implementation.

- ***Implementation of IPP principles on the local and regional levels***

In recent years, the implementation of IPP has also taken place on the local government level, and several regional level authorities have demonstrated the role and feasibility of IPP. The *Working Group* therefore suggests to study during reporting the lessons learned from the implementation of IPP on the local and regional level, and also to highlight its importance in IPP implementation.

- ***The role and implementation of life cycle thinking in (environmental) legislation and other mandatory policy measures.***

In principle, IPP will complement current (environmental) legislation by triggering, on a voluntary basis, further improvements in those products whose characteristics do not necessarily require legislation. However, a development of legislation in line with life cycle thinking using product-chain approach may result in a more efficient legislation addressing the major environmental aspects.

¹⁵ See also the relevant White Paper on European Governance, http://ec.europa.eu/governance/index_en.htm

3. PROPOSED STRUCTURE OF THE 2007 IPP IMPLEMENTATION REPORT

In order to guide the development of questionnaires as well as other means of information collection, it has been agreed by the *Working Group* that a proposed structure and content of the *2007 IPP Implementation Report* is to be drafted in advance of the information collection exercise. The proposal presented below is based on the structure of the *IPP Communication*. The IPP implementation report should consist of approximately 15-20 pages, including an executive summary.

Executive summary (2 p)

1. Introduction (1/2 p)

Short presentation of IPP and the EU-IPP policy (green paper, communication).

2. Report on IPP implementation (1/2 p)

Aim of the report on IPP implementation. Why and how was it made (procedure)? Who participated?

3. IPP roles and principles (1-2 p)

How are the IPP-principles implemented at COM, by Member States and stakeholders.

4. IPP strategy (1-2 p)

EU IPP Strategy (communication), MS general IPP framework (plan, programme, project, ...), stakeholders IPP strategies

5. Establishing the framework conditions (5 p)

Report on COM, MS and stakeholders IPP actions described in point 5 of the IPP Communication and other related policies that could be added in the structure.

5.1. Tools for creating the right economic and legal framework

- a) Taxes and subsidies
- b) Voluntary agreements and standardisation
- c) Public procurement legislation
- d) Other legislation

5.2. Promoting the application of life-cycle thinking

- a) Making life-cycle information and interpretative tools available
- b) Environment management systems
- c) Product design obligations

5.3. Giving consumers the information to decide

- a) Greening public procurement
- b) Greener corporate purchasing
- c) Environmental labelling

6. Developing focus on particular products (1-2 p)

Present the COM, MS and stakeholders product approach: product prioritisation, product panels, ...

6.1. Voluntary pilot projects

6.2. Identifying which products have the greatest potential for environmental improvement

7. Co-ordination and integration (1-2 p)

How is IPP coordinated, which structures, indicators, policy follow-up procedures, etc. at the various levels (COM/MS/stakeholders)?

How is IPP integrated in other policies, including research, international relations?

8. Conclusion, recommendations and the way forward (1-2 p)

Present future view on IPP from COM, MS, stakeholders. What will/should be done? Why and how?

ANNEXES

4. PROPOSED APPROACH TO COLLECT INFORMATION ON IPP IMPLEMENTATION

4.1. Stakeholder Groups to Report

The *IPP Communication* distinguishes the following five stakeholder groups playing a role in the implementation of IPP: Member States, Industry¹⁶, Consumer Organisations, Environmental Organisations, and Consumers.

According to the Communication, Member States as well as other stakeholders “including industry sectors and consumer organisations” should submit their own reports, detailing the measures taken and progress made in implementing IPP.

The suggestion of the *Working Group* is that “Consumers” could be represented by consumer and environmental NGOs during the stakeholder consultation, as their involvement would not be feasible at this stage of IPP development.

For the purpose of reporting, the remaining IPP-relevant stakeholders could be grouped as follows:

- A. **Governments** (Member States);
- B. **Other stakeholders**, including the business community (Industry and Retailers¹⁷) and relevant NGOs (Consumer and/or Environmental Organisations);
- C. **Relevant units of the European Commission**, and other European institutions, where appropriate.

It is also suggested that local and regional authorities (LRAs), public domain financing institutions, academia, public research institutions as well as consultancy and engineering firms with the potential to influence the diffusion of IPP, could be given the opportunity to report on their relevant activities.

The local and regional authorities could be consulted using the tools developed by the *Working Group* for collecting information from “Governments” (see below). The remaining stakeholder groups could be consulted with the tools suggested for information collection from “other stakeholders”.

At the same time, some experts from the latter stakeholder groups may also be contacted as part of expert consultation and interviewing (see details below).

A proposed 'minimum list' of stakeholders to be invited to provide information on their activities will be compiled by the European Commission, based on the preliminary list of stakeholders compiled by the *Working Group* and included in *Annex 2*, as well as on other sources, such as the “Public Affairs Directory” (a directory of associations, other institutions etc.).

To finalise the list of stakeholder organisations, the *Working Group* also suggests that the European Commission ask the representatives of *IPP Regular Meetings* as well as the *IPP Expert Panel* and inquire about which specific stakeholders should be invited to report on IPP implementation.

¹⁶ Including extractors, designers, manufacturers, distributors and recyclers

¹⁷ Industry and retailers are suggested to be contacted through their relevant associations etc. (it is not feasible to contact to individual companies)

4.2. Approach to Information Acquisition

To reflect the activities on IPP implementation by Member States, other stakeholders, and the Commission itself, it is proposed that the information necessary to prepare the *2007 IPP Implementation Report* could be based on the following sources. Figure 1 below outlines the proposed four-pronged approach.

- i) Reporting by Member States and other stakeholders;
- ii) Information provided by the relevant units of the European Commission, and other European institutions if appropriate;
- iii) Desktop information collection (review of IPP literature);
- iv) Consultation and interviews with IPP experts.

Information from MSs and other stakeholders	Information from the relevant EC services	Desktop information collection	Consultation and interviews with experts
First-hand information from Member States (approached individually) and other stakeholders (open consultation via Internet)	First-hand information from the relevant units and institutions of the European Commission	Review of literature, including studies, reports, websites etc.	Guidance and review of draft report by the IPP Expert Panel, and semi-structured interviews with additional experts

Figure 1: The proposed four-pronged approach to information acquisition

Further to the above four main means of information acquisition, and subject to available financial resources, the *Working Group* suggest that the European Commission could organize in 2007 an integration workshop with the Expert Panel, to consolidate the findings from the above information sources and comment on the draft of the 2007 Report.

Information Acquisition from Member States and Other Stakeholders

Gathering first-hand information from Member States and other stakeholders is a crucial element in information collection for reporting on IPP implementation. During the design of this component, special care has been taken to keep a balance between the amount of information necessary to conduct meaningful analysis and the “reporting burden for respondents. Information that is already available at the Commission will not be asked again (see also the below point “Information Collection from the Relevant Units of the European Commission and from Other European Institutions”).

The *Working Group* proposes that from Member States and other stakeholders, relevant information should be collected by means of *questionnaires*, and that the questionnaires should be specific to these two main types of stakeholder groups. Therefore, there is a separate questionnaire for Member States, and an additional one for other stakeholders (see *Annex 6* and *Annex 7*).

The proposed questionnaires are made up of several “IPP implementation topics”, in the case of Member States they include e.g. “National IPP strategy”, “Integration of IPP thinking into non-environment policy areas” etc.

It is also important that the reporting process should be properly introduced and clear instructions given to stakeholders on how to complete the questionnaires. Guidance to respondents is proposed to be provided in the following three ways:

- To give an introduction to the reporting process outlining the context of IPP reporting and the reporting exercise itself. (The proposed instruction, in the form of a “cover letter” to the questionnaire is included in *Annex 3* of this document.)
- To provide respondents with examples and inspiration regarding the type of activities to report on, especially when reporting on IPP best practices, the *Working Group*, based on Annex II of the IPP Communication, has drafted a indicative list of potential IPP-related measures in the scope of reporting on IPP implementation between 2003 and 2006 (this list is included in *Annex 4*).
- Further guidance to the respondents is integrated into the questionnaires themselves, though introducing the “IPP implementation topics” in a couple of sentences, and whenever possible, making references to the IPP Communication (see the questionnaire for Member States, *Annex 6* and questionnaire for other stakeholders, *Annex 7*).

Figure 2 below illustrates the above three documents which could be the basis of communication with Member States and other stakeholders.

ELECTRONIC (E-MAIL) SURVEYING OF MEMBER STATES	ON-LINE (YOUR VOICE IN EUROPE PORTAL) SURVEYING OF OTHER STAKEHOLDERS
Instructions to IPP reporting ¹⁸	Instructions to IPP reporting ¹⁸
Guiding list on potential IPP implementation measures by stakeholders ¹⁹	Guiding list on potential IPP implementation measures by stakeholders ¹⁹
Questionnaire, including guidance ²⁰ 12 Question Topics	Questionnaire, including guidance ²¹ 10 Question Topics

Figure 2 – The proposed documents to be provided to respondents

¹⁸ Annex 3 of this document

¹⁹ Annex 4 of this document

²⁰ Annex 6 of this document (Member States)

²¹ Annex 7 of this document in case other stakeholders

It is proposed that in the case of **Member States** the questionnaire should be directed individually and formally to national representatives, inviting them to submit the completed forms in electronic format. The same administration procedure could be used in the case of local and regional authorities (LRAs), which will be identified by the Commission as worthwhile to be contacted.

The questionnaire for **other stakeholders**, the non-government sectors, could be placed on the *Your Voice in Europe*²² portal, which is the European Commission's "single access point" and the on-line instrument to a wide variety of consultations, discussions etc. Furthermore, to reach a larger number of stakeholders from businesses (e.g. through their business associations) and NGOs etc., it is recommended that the Commission publicises the opening of stakeholder surveying by using several media channels, potentially using the help of the Commission's Media Unit.

The proposed process of reporting using the *questionnaires* is straightforward, as illustrated in Figure 3 below.

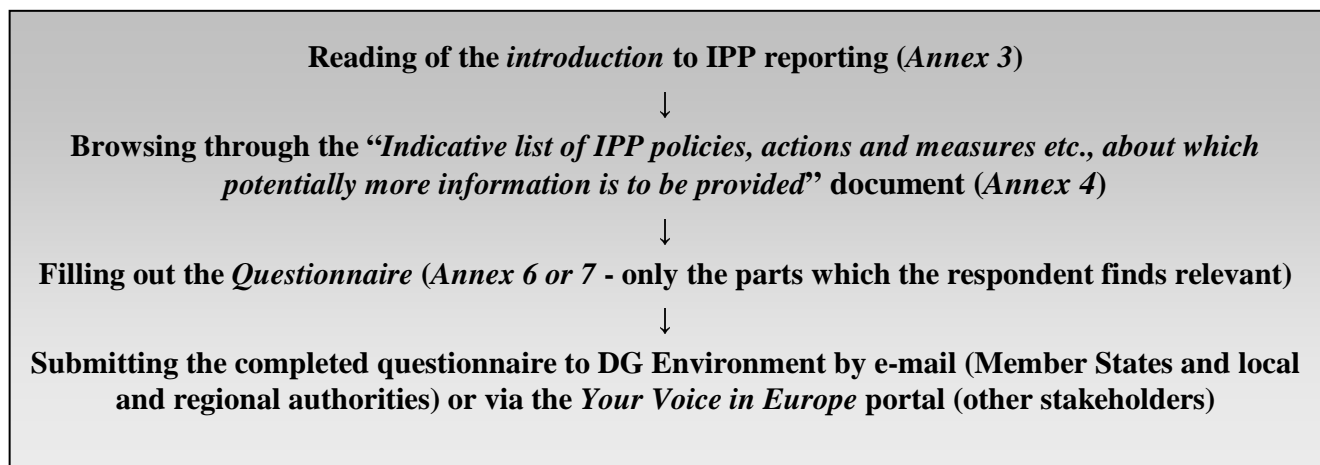


Figure 3 – The process of IPP reporting by using the questionnaires and the supplementing guiding documents

Information Collection from the Relevant Units of the European Commission and from Other European Institutions

The Commission should also report on the actions and measures taken by the European Commission itself in response to the IPP Communication. As part of information collection on the implementation of IPP, the relevant units will be directly contacted by DG Environment and requested to provide information on their related activities. To guide the evaluation of the Commission's activities, a list of these actions and measures as agreed by the Commission to deliver has been compiled by the *Working Group* and included in *Annex 5* of this document. This list is based on the *IPP Communication*.

In addition to providing information on their own activities, the units/administrators responsible for the different "vertical IPP elements", such as Greening of Public Procurement (GPP), European Eco-label, ETAP, etc., could be requested to provide available information on the implementation of IPP-related measures in Member States. This means that the primary source of information on the

²² See http://ec.europa.eu/yourvoice/index_en.htm and http://ec.europa.eu/environment/consultations_en.htm

implementation of relevant EU initiatives would be the Commission itself, avoiding in this way any overlapping in requests on reporting to Member States.

Lastly, the Commission may opt to also contact other relevant European institutions to gather information on their IPP-related activities. Possible examples include the Committee of the Regions to collect information from the representatives of the regions, as well as the EcoSoc, the social and economic committee representing different stakeholder groups of the society.

The final scope and means of information collection will be defined by DG Environment.

Desktop Information Collection

Significant amount of information is already available via public information sources, including websites, books, articles, and documents such as environmental strategies, programmes, studies and reports. An initial preliminary review of literature will therefore be conducted by the European Topic Centre on Resource and Waste Management. This literature review work, conducted as additional support, and an activity separate from preparing this WGRF proposal, will be concluded in the second half of 2006 and presented for the Commission in January 2007.

For the purpose of reporting with value added information to the European Parliament and the Council, the Working Group proposes to conduct a comprehensive study of literature on the implementation of IPP.

Consultation and interviews with IPP experts

Consultation and interviews with IPP experts could be a very efficient way to access the large pool of already existing information. It is proposed that the Commission, in preparing the *2007 IPP Implementation Report*, should make a special effort to utilise this to the maximum extent possible. This could be achieved in two ways:

i) Peer review of reporting by an IPP Expert Panel

The IPP Expert Panel to support the work of the *Working Group* was already set up at the end of June 2006 and provided input to the design of approach to information acquisition as well as other more general comments. It is recommended that the IPP Expert Panel should continue to provide peer review on IPP reporting, including the review and commenting of the Commissions' draft *2007 IPP Implementation Report*.

ii) Semi-structured interviews with IPP experts and advanced practitioners

Moreover, to access existing information and benefit from the already available expertise, it is proposed to interview not only the members of the IPP Expert Panel, but also a moderately-sized group of further experts and advanced practitioners. This could be in the form of semi-structured interviews with additional 10-15 interviewees, foremost with regional or local level insight into the topic, and/or with excellent insight into sectoral activities.

The semi-structured interviews could be conducted based on the topics covered in the *Questionnaires* developed for Member States and Other Stakeholders (*Annex 6* and *7*).

5. SUGGESTIONS REGARDING FUTURE REPORTING EXERCISES

In *addition to fulfilling its mandate* to propose an approach to information acquisition for the 2007 IPP reporting, the *Working Group* has during its work process also identified a number of issues which could be addressed in future reporting. This chapter summarises the suggestions of the *Working Group* to the European Commission in this respect (N.B. the views expressed are solely those of the *Working Group* and must not be regarded as stating an official position of any of the participating organisations).

- The *Working Group* considers it advisable to develop a framework to monitor IPP progress and implementation. This should be adapted to the needs and roles of different stakeholders and include indicators to facilitate future reporting. It is envisaged in the IPP Communication that reporting on progress made in implementation of IPP should take place every three years. Such a framework should be compatible with the on-going development of a Data Centre for Products (led by Eurostat, as a result of the “Group of Four” agreement between DG Environment, DG Joint Research Centre, European Environment Agency, and Eurostat).
- The European Commission may want to consider developing practical guidelines on the implementation of IPP addressed to the relevant stakeholder groups, but especially to governments including, in addition to Member States, those on the local and regional level. Such practical guidelines would help to establish a better and more common understanding of IPP amongst stakeholders, and thus also improving their ability to report more effectively.

Annex 1: The Mandate and Members of the Working Group on IPP Reporting Formats

1 – Mandate of the Working Group

Title of Working Group: IPP Reporting Formats

Objective

The working group will:

1. review the types of information that could usefully be reported;
2. examine their relative availability in Member States and stakeholders;
3. draw up a suggested list for information to be reported;
4. devise a format for reporting.

Composition

Around 10 experts from the aforementioned bodies that have a good knowledge of the data available and the formats in which it can be presented. The EEA will also be invited to contribute. The group will be chaired by the Commission.

Duration

15 months, with completion by the beginning of 2006, in order allow the formats to be used for reporting at the end of 2006. The results of stage 3 will be presented to the Regular Meeting for discussion in autumn 2005. Following this the format itself will be developed.

Financing necessary

For participation some funding of experts may be made available by the Commission. Depending on the outcome of the group, some financing may be needed for a contract to devise an electronic template. The Commission will consider providing this, if necessary.

Description of likely activities

In the IPP Communication the Commission undertook to report to the European Parliament and Council in 2007 on the progress being made in implementing IPP. This report will allow the Commission and the institutions to reflect on whether the nature and direction of IPP needs to be altered.

This report will be based on information submitted to the Commission by Member States and stakeholders by the end of 2006. In order for the Commission to be in a position to make a meaningful assessment, the information submitted should be as comparable, reliable and comprehensive as possible. However, the collection, presentation and submission of such information also need to be made as simple as possible, and synergies with other reporting frameworks maximised.

It is estimated that it will meet five times, with additional work being done through e-mail.

Output

A comprehensive description of the information which should be contained within the report along with a recommendation for its format and means of transmission to the Commission.

2 – Members of the Working Group

European Commission, Directorate-General Environment

Mr Bengt DAVIDSSON, chair	Unit G4, Sustainable Production & Consumption
Ms Anne-France WOESTYN	Unit G4, Sustainable Production & Consumption
Ms Orsolya CSORBA	Unit G4, Sustainable Production & Consumption

European Environment Agency

Mr Pawel KAZMIERCZYK	Waste and Material Flows
-----------------------------	--------------------------

European Topic Centre on Resource and Waste Management (ETC/RWM)

Mr Jozsef SZLEZAK	The Regional Environmental Center for Central and Eastern Europe (REC), Sustainable Enterprise Topic Area
Mr Robert NEMESKERI	The Regional Environmental Center for Central and Eastern Europe (REC), Resources and Waste Management Topic Area
Ms Rikke CARLSEN	Danish Topic Centre on Waste

UK Department for Environment, Food and Rural Affairs (DEFRA)

Mr Bob RYDER	Environment Business and Consumers (EBC) Division
Mr James LINGARD	Environment Business and Consumers (EBC) Division

Annex 2: Proposed List of Stakeholder Organisations to be invited for Consultation

The Commission will compile the 'minimum list' of stakeholders to be consulted, using standard European Commission sources (i.e. other DG's and institutes of the European Union, Public Affairs Directory, etc.).

The non-exclusive list proposed below identifies some representatives of the business sector, NGOs and other stakeholders, whom the Commission may choose to invite individually, as appropriate.

Representatives of the Business Community

Approaching individual companies is not feasible within this reporting process. Instead, the business community may best be approached via its various associations, chambers, networks, sectoral organizations, consultancy and engineering firms etc., including EU and national level representatives. The following list is a comprehensive, but not an exclusive list of organisations which the Commission may consider to invite for consultation.

Horizontal Business Associations	
European Brands Association (AIM)	www.aim.be
Association for the Sustainable Use and Recovery of Resources in Europe (ASSURE)	www.assurre.org
European Partners of the Environment (EPE)	www.epe.be
European Roundtable of Industrialists (ERT)	www.ert.be
The World Business Council for Sustainable Development (WBCSD) – National Focal Points	www.wbcsd.ch
National Level Business Associations (examples) ²³	
Federation of German Industries	http://www.bdi-online.de/en/index_en.htm
Confederation of British Industry	http://www.cbi.org.uk

Sectoral Business Associations	
Confederation of the Food and Drink Industries (CIAA)	www.ciaa.be
European Automobile Manufacturers' Association (ACEA)	www.acea.be
The European Engineering Industries Association (ORGALIME)	www.orgalime.be
European Committee of Domestic Equipment Manufacturers (CECED)	www.ceced.org
International Confederation of Paper & Boards Converters in Europe (CITPA)	www.citpa-europe.org
European Confederation of Iron and Steel Industries (EUROFER)	www.eurofer.org

²³ Further contacts could be requested from the delegates of IPP Regular Meetings

Alliance for Beverage Cartons and the Environment (ACE)	www.ace.be
Association of Plastics Manufactures in Europe (APME)	www.plasticseurope.org
European Chemical Industry Council (CEFIC)	www.cefic.be
European Cement Association (CEMBUREAU)	www.cembureau.be
European ICT Industry Association (EICTA)	www.eicta.org
Union of the Electricity Industry (EURELECTRIC)	www.eurelectric.org
European Association of Metals (Eurometaux)	www.eurometaux.org
European Aluminium Association (EAA)	www.eaa.net
European Association of Aerospace Industries (AECMA)	www.aecma.org
European Container Glass Association (FEVE)	www.feve.org
European Organisation for Packaging and the Environment (EUROPEN)	www.europen.be

Relevant Networks of Firms and Institutions	
Partners of the European Platform on LCA	http://lca.jrc.ec.europa.eu/
Network on Sustainable Product Service Systems Development ²⁴	http://www.suspronet.org

Networks of Public Organisations Promoting Environmental Management and/or Innovation	
Network of UN Cleaner Production Centres	http://www.uneptie.org/pc/cp/ncpc/ncpc_contacts.htm
Network of Environmental Management Associations (INEM)	http://www.inem.org/htdocs/inem_contacts.html
Network of European Innovation Relay Centres (IRCs)	http://irc.cordis.lu
European BIC Network	http://www.ebn.be
National Level Organisations (examples) ²⁵	
German Environmental Management Association	www.baumev.de/baumev/portrait/english.html

²⁴ It has ceased to operate, but the directory of members is still valid

²⁵ Further contacts could be requested from the delegates of IPP Regular Meetings

Swedish Environmental Management Council	http://www.miljostyrning.se/eng/
Centre for Sustainable and Environmental Management (UK)	http://www.csem.org.uk/
Estonian Association for Environmental Management	http://www.ekja.ee
Latvian Association for Environmental management (LAEM)	http://www.lvpa.lv
INEM Lithuania	http://www.iea.lt
Centre for Innovation and Development (CIR), the Czech Republic	http://www.cir.cz
Hungarian Association of Environmentally Aware Management (KÖVET)	http://www.kovet.hu/

Non-governmental Organisations (NGOs)

The activity and views of NGOs also seem to be best captured by inviting their associations and confederations etc. Nevertheless, to give an opportunity to respond to a wide base of stakeholders, national level NGOs could be given the opportunity to report on their actions and measures. The following list includes NGOs operating on the EU level which the Commission may want to invite for consultation.

European Level Environmental NGOs	
European Environment Bureau (EEB)	www.eeb.org
World Wide Fund, European Policy Office (WWF EPO)	http://www.panda.org
Friends of the Earth Europe (FoEE)	www.foeeurope.org
Greenpeace Europe	http://eu.greenpeace.org
European Environmental Citizens Organisations for Standardisation (ECOS)	www.ecostandard.org

Consumer NGOs	
European Consumers' Organisation (BEUC)	www.beuc.org
Consumers International	www.consumersinternational.org
Association of European Consumers (AEC)	NA
Confederation of Family Organizations in the European Union (COFACE)	www.coface-eu.org
European Community of Consumer Cooperatives (Euro Coop)	www.eurocoop.org

European Association for the Co-ordination of Consumer Representation in Standardisation (ANEC)	www.anec.org
---	--

Other Stakeholders

Other stakeholder groups which to be consulted include the associations and entities of Local and Regional Authorities, research institutions and academia etc.

Associations of Local or Regional Authorities	
Association of Cities and Regions for Recycling (ACRR);	www.acrr.org
Council of European Municipalities and Regions (CEMR);	www.ccre.org
International Council of Local Environmental Initiatives (ICLEI), European Secretariat;	www.iclei-europe.org
Sustainable European Regions Network (SERN);	www.sustainable-euregions.net

Regional Authorities (examples)²⁶	
Bavarian State Ministry of the Environment, Germany	http://www.ipp-bayern.de
London Development Agency	http://www.londonremade.com/
Flemish Environmental Protection Agency	http://www.vmm.be
Waste Agency of Catalonia	http://www.arc-cat.net/en/home.asp

Academia (examples)	
International Institute for Industrial Environmental Economics, Sweden	http://www.iiiee.lu.se/
Delft University of Technology, The Netherlands	http://www.tudelft.nl
Sheffield Hallam University, Centre for Sustainable Consumption, UK	http://www.shu.ac.uk/

National Research Institutions (examples)	
Netherlands Organisation for Applied Scientific Research (TNO)	www.tno.nl/
Fraunhofer Institute, Germany	www.fraunhofer.de
Wuppertal Institute, Germany	www.wupperinst.org
Institute for Ecological Economy Research, Germany	www.ioew.de

²⁶ Further contacts could be requested from the delegates of IPP Regular Meeting

Flemish Institute for Technological Research (VITO)	www.vito.be/english
Centre for Sustainable Design, UK	www.cfsd.org.uk
National Environmental Research Institute, Denmark	www.dmu.dk/International
Swedish Environmental Research Institute	http://www.ivl.se/en/
Technical Research Centre of Finland	http://www3.vtt.fi

International Consultancy and Engineering Firms (examples)	
Deloitte Touche Tohmatsu	www.deloitte.com
Ernst & Young	www.ey.com
KPMG	www.kpmg.com
PricewaterhouseCoopers	www.pwc.com
Environmental Resources Management (ERM)	www.erm.com
AEA Technology	www.aeat.co.uk
DHV	www.dhv.com
PRé Consultants Network	http://www.pre.nl/partners/default.htm
PE Consulting Group	http://www.pe-consulting-group.com/

<Letter heading>

Dear Mr/Ms ...,

Subject: Reporting on the Implementation of IPP between 2003 and 2006

Based on its Communication on Integrated Product Policy (IPP)²⁸, the European Commission is required to submit in 2007 a report to the European Parliament and the Council on the progress made in the implementation of IPP in the European Union ("*the 2007 IPP Implementation Report*").

Furthermore, according to the IPP Communication, information collection for reporting should be based on individual reports submitted by Member States and by other relevant stakeholders (such as industry and retail organisations and environmental and/or consumer organisations) detailing the measures taken and progress made in implementing the IPP approach.

The aim of this letter is to introduce the procedure of reporting on the implementation of IPP between 2003 and 2006, as well as to provide information and guidance about the documents used in reporting.

To devise the approach to collecting information for the *2007 IPP Implementation Report*, the IPP Regular Meeting set up a dedicated working group, the "Working Group on IPP Reporting Formats" (the *Working Group*) at the end of 2004. The procedure for IPP reporting and the related documents introduced in this letter have been developed by the *Working Group*, chaired by DG Environment.

In developing the method and tools for reporting on the implementation of IPP, the *Working Group* kept in mind Member States' wish to minimise the reporting burden. Information which is already available at the European Commission is not requested again.

About the reporting process in general

During the process of reporting on the implementation of IPP between 2003 and 2006, the following three main types of stakeholders are requested to provide information:

- Governments (Member States);

²⁷ This version is for **Member States**. The introduction (to be put on the *Your Voice in Europe* website) for other stakeholders is to be slightly adjusted.

²⁸ COM(2003) 302 final available at <http://ec.europa.eu/environment/ipp/ippcommunication.htm>

- Other stakeholders, mainly the business community (industry and retailers) and relevant NGOs (consumer and/or environmental organisations), but also includes academia and relevant research organisations etc.;
- Relevant units of the European Commission and other European institutions.

Furthermore, in addition to collecting first-hand information from the above stakeholder groups, the European Commission intends to conduct a literature review as well as consultation with experts in the subject. For more information about the reporting process, please see the proposal of the *Working Group* “Approach to Collecting Information to Report on the Progress in Implementing Integrated Product Policy (IPP)”.

Reporting by Member States

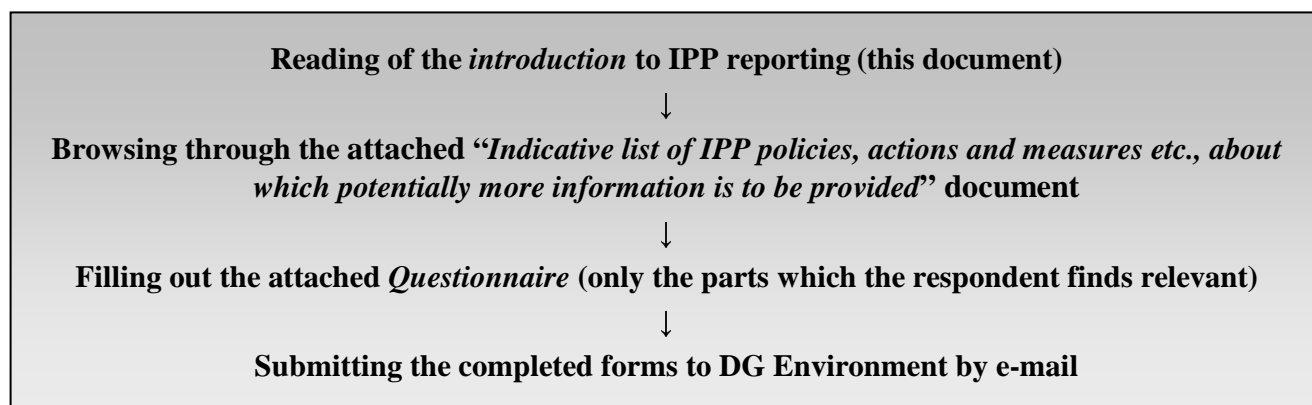
Information from Member States and other stakeholders will be collected by means of questionnaires. The questionnaires are specific to the responding stakeholder groups; hence there is one for Member States and a different one for other stakeholders.

The questionnaires cover several “IPP implementation topics.” In the case of Member States, they include e.g. “National IPP strategy”, “Integration of IPP thinking into non-environment policy areas” etc. (Please see the attached blank questionnaire: “Questionnaire for Member States for reporting on the implementation of Integrated Product Policy”).

In the case of Member States, altogether 12 IPP implementation topics have been included in the questionnaire. To provide guidance to respondents, the topics are introduced in a couple of sentences, and whenever possible, reference is made to the text of the *IPP Communication*.

To provide further guidance regarding the type of activities to report on, (especially when reporting on IPP best practices and other examples of practical IPP implementation), the *Working Group* drafted an indicative list of potential IPP-related (or IPP-type) measures in the scope of reporting on IPP implementation between 2003 and 2006, which are based on Annex II of the IPP Communication. (Please see the attached document: “Indicative list of IPP policies, actions and measures etc., about which potentially more information is to be provided”).

The process of reporting on IPP implementation is straightforward and illustrated in the figure below:



When filling out the *Questionnaire*, please pay special attention to:

- differentiate between past, present or planned activities etc., where relevant;
- differentiate between actions, results etc. on the EU or national level, where relevant;
- differentiate information by different stakeholder groups, where relevant;

Straightforward reporting

Filling out the attached questionnaire is voluntary. Your cooperation, however, will be highly appreciated by the European Commission. The questionnaire is also a good opportunity to inform the Commission about your experiences with IPP, including difficulties and lessons learnt etc., as well as share your ideas and suggestions for the future.

The questionnaire covers a broad range of topics related to IPP implementation. Therefore, whenever it is possible, please provide as much IPP-type information as you can, but feel free to skip those questions where you do not have the information easily available. (As stated earlier, information which is already available in the Commission is not requested again.)

It is not necessary to conduct any research, survey etc. to answer the questions; however, at some point you may wish to consult with your colleagues. Last but not least, please attach and send any relevant documents with additional information, if available (preferably electronically, or in hard copy if not available electronically).

Please return the completed *Questionnaire* by electronic mail to:

(DG ENV to insert e-mail address here)

Or send it by mail to:

(DG ENV to insert the mailing address here)

Thank you,

Annex 4: Indicative List of IPP Policies, Actions and Measures etc., about which potentially more Information is to be provided

In this document, potential IPP policies, actions and/or measures etc. are listed for I) Member States, II) Businesses, and III) Environmental and Consumer Organisations.

They have been compiled based on the “possible roles and responsibilities of stakeholders” listings included in the *IPP Communication* (its *Annex II*) and extended by the *Working Group* with a couple of other entries based on practical level activities of Member States and other stakeholders.

The purpose of the lists is to give guidance to Member States and other stakeholders during reporting regarding the type, range and “spirit” of measures about which the Commission seeks information during the 2006 IPP reporting.

The actions, measures etc. listed in the IPP Communication²⁹ are included in **highlighted text boxes**, followed by some other examples of measures in the “spirit of IPP”, where relevant.

The potential IPP-type policies, actions etc. listed in this document have been arranged into the structure of the IPP Communication³⁰.

I - Potential IPP policies, activities and measures by Member States (central governments)

IPP Strategy

Examples of activities include:

- Development of *strategies for IPP implementation* (or other strategies e.g. sustainable consumption and production, sustainable development, etc., which make reference to IPP and life cycle based product policy; programmes for policy integration, etc.);
- Setting up *institutional framework for the implementation of IPP*, including e.g. the establishment of a high level advisory body for product-oriented environmental policy, new responsibilities in ministries and agencies etc, founding of relevant competence, knowledge and/or advice centres in the theme etc.;
- Funding scheme or structure for actions, practical research for pilots or implementation.

Establishing the Framework Conditions

- √ Green Public Procurement (national action plan, removal of legislative impediments, information measures);
- √ Use of fiscal measures (environment-related taxes and incentives, public funding for technological change and the elimination of environmentally harmful subsidies);
- √ Establishment of framework for voluntary agreements;
- √ Education, training and awareness raising measures on life-cycle thinking;

²⁹ In order to decrease the number of entries in some cases the elements of the lists in the Communication have been merged

³⁰ The “IPP Principles”, which manifest themselves through the implementation of other elements in the structure of the IPP Communication, are not listed here.

- √ Promotion of the uptake of EMSs, eco-design, LCA and the European Eco-label;
- √ Contribution to Community efforts on life-cycle databases;
- √ Implementation of the Misleading Advertising Directive;

Further examples include here:

- Establishment of *extended producer responsibility and/or shared responsibility schemes at the national level*. (Implementation of extended/shared responsibility is mentioned among the intended activities of the Commission, but not among the responsibility of national governments);
 - Any support to the *creation of new markets for green(er) products and/or recycled materials* (i.e. activities additional to eco-labelling);
 - *Ecological consumer protection* measures (e.g. national laws and regulations reflecting environmental considerations);
 - Establishment of *product-oriented environmental awards*;
 - Development and promotion of *national eco-labelling schemes*;
 - Providing *special support programmes for eco-innovations and technology* ('innovation incubators' etc.);
 - Stipulation for *product-oriented environmental reporting* at the national level;
- etc.

Developing a Focus on Particular Products

Examples of activities include:

- Implementation of *governmental programs* on the macro- or micro level *to develop focus on particular products*;
- Develop *methodology and criteria for the selection of prioritised (or significant) products*;
- Develop *product criteria for the development and purchase of products*;

Coordination and Integration

- √ Integration of environmental consideration into national standardisation;
- √ Directing national research programmes towards IPP;
- √ Integration of IPP thinking into non-environment policy areas;
- √ Development of IPP indicators;
- √ Reporting on the implementation of IPP;
- √ International promotion and information sharing.

II - Potential IPP activities and measures by industry (the business community)

IPP Strategy

Examples of activities include:

- Organisational strategy to further IPP implementation / inclusion of IPP-related activities in organisational strategy;

Establishing the Framework Conditions (and relevant stakeholder response)

- √ Proposing environmental agreements;
- √ Employee as well as customer and supplier education, training and awareness-raising measures on life-cycle thinking and environmental information tools;
- √ Contribute to Community efforts on life-cycle databases;
- √ Using and promoting the uptake of EMSs (including the product dimension), eco-design and LCT;
- √ Practising corporate green purchasing;
- √ Applying for and supporting the development of the European Eco-label or other schemes increasing transparency and communication;
- √ Following guidelines on green claims;

Further examples include here:

- *Setting up / participation in voluntary producer responsibility schemes*, (i.e. switch to Product-Service Systems (PSS), or the implementation of the leasing concept e.g. chemical leasing instead of ownership);
- *Development / application of new materials* (biodegradable and/or easy-to-recycle monolith components etc.);
- *Adoption of environmental (or eco-) technologies* (e.g., as in cleaner production and industrial ecology);

Developing a Focus on Particular Products

- √ Participating in pilot products projects;

Further examples include here:

- Initialisation of / participation in “*Product Panels*”;
- *Application of various product-oriented environmental management practices / techniques / tools* on the firm level (e.g. “environmental life-cycle costing”, “product-oriented environmental accounting”, “green (or environmental) marketing”, “environmental life cycle assessment / analysis”, “eco-design”, “eco-product development” etc.)

- Retailers, answering to demand: *offering green consumer goods alternative to conventional products* (ensure the availability of choice);

Coordination and Integration

- √ Promote integration of environmental considerations into national standardisation;
- √ Integrating IPP thinking into company RTD programmes;
- √ Reporting on the implementation of IPP, including in company environmental reports;
- √ Information sharing on IPP implementation with other companies and stakeholders;

Further examples include here:

- Coordination of IPP-relevant activities in the supply chain;

III - Potential IPP activities and measures by environmental and consumer organisations

IPP Strategy

Examples of activities include:

- Organisational *strategy to further IPP implementation / inclusion of IPP-related activities in organisational strategy*;

Establishing the Framework Conditions (and relevant stakeholder response)

- √ Education and awareness-raising measures on life-cycle thinking and environmental information sources;
- √ Promoting the development and uptake of the European Eco-label (or any other standardized information tools) and EMSs (as well as any other voluntary measures);
- √ Commenting on publicly available plans for greening public procurement;
- √ Encouraging uptake of information measures for public authorities for public procurement;
- √ Purchasing greener products;
- √ Promoting corporate green purchasing;

Further examples include here:

- Establishment of *advice centres on ecological consumer protection*;

Developing a Focus on Particular Products

Examples of activities include:

- Initialisation of / participation in “*Product Panels*”;
- *Establishment of product information databases* available to the public;
- Establishment of *reuse / repair / recycle centres or networks and / or related information facilities*;

Coordination and Integration

- √ Promote integration of environmental considerations into national standardisation;
- √ Information sharing on IPP implementation with Member States;
- √ Ensuring the integration of IPP thinking into non-environment policy areas;
- √ Assisting with the development of indicators;
- √ Reporting on the implementation of IPP;

Annex 5: List of Measures and Actions as presented by the European Commission in the IPP Communication

Ref ³¹	Subjects	Commission IPP Actions/Activities ³²
5.	ESTABLISHING THE FRAMEWORK CONDITIONS FOR CONTINUOUS ENVIRONMENTAL IMPROVEMENT	
5.1.	Tools for creating the right economic and legal framework	
a)	<i>Taxes and subsidies</i>	<p>State of the art of European policy regarding energy-related taxes, taxation of energy products...</p> <p><i>The Commission will continue to promote and encourage the use of fiscal measures, such as environmentally-related taxes and incentives, at the appropriate local, national or Community level.</i></p> <p><i>In the framework of the 6th EAP, the Commission will work on a list of criteria which allow environmentally negative subsidies to be recorded.</i></p>
b)	<i>Voluntary agreements and standardisation</i>	<p>Follow-up communication on environmental agreements.</p> <p><i>On standardisation, the Commission will continue to use International Standardisation, whenever possible.</i></p> <p><i>At the European level, the Commission will address some key issues concerning European standardisation and environmental protection in a Communication in 2003.</i></p> <p>Follow up of the service contract to ECOS to contribute to the integration of environmental aspects into the European standardisation process.</p>
c)	<i>Public procurement legislation</i>	Revision of the public procurement directives.
d)	<i>Other legislation</i>	State of the art of community legislation for any product-related measure such as RoSH, REACH, EuP, TS W, TS NR .

³¹ Reference in the IPP Communication

³² In italic: extract from the IPP Communication.

5.2.	Promoting the application of life-cycle thinking	
a)	Making life-cycle information and interpretative tools available	<p>The Commission will provide a platform to facilitate communication and exchanges. This will include regular meetings supported by the Commission and a directory of LCA databases to be updated at regular intervals.</p> <p>The Commission will launch a co-ordination initiative involving both ongoing data collection efforts in the EU and existing harmonisation initiatives. This initiative will act as a European link to the ongoing UNEP Life-Cycle Initiative. The Commission will begin by initiating a study to examine the existing situation, and possible future directions.</p> <p>Through a series of studies and workshops, the Commission will further this discussion [on good practice in LCA use and interpretation], with the aim of producing a handbook [...] on best practice, based on the best possible consensus attainable among stakeholders.</p> <p>The 5th and 6th Community Research Framework Programmes will contribute [...] by enhancing knowledge of environmental processes, providing base data and measuring systems and developing feasible solutions for greener products.</p> <p>State of the art of IPP in LIFE.</p>
b)	Environment management systems	<p>The Commission will develop guidelines on how to deal with products issues within EMAS.</p> <p>The Commission will monitor and evaluate the implementation of the product dimension in EMAS so that it can feed into the next revision of the Regulation.</p> <p>The Commission will decide whether to attain EMAS II registration; a pilot exercise has already begun with 3 DG participating.</p>
c)	Product design obligations	<p>The Commission will come forward with a discussion document that will consider ways to promote implementation of the IPP approach in companies, including if appropriate general obligations for specific products. [...] This will be built on discussions on the application of the New Approach. And take discussion on the WEEE and the EuP directives into account. This will allow room for self-regulation by the industry.</p> <p>In the case of EuP sufficient experience was already available, and the growing environmental impact clear, the Commission to consider a EuP-style framework for these products.</p> <p>The Commission will consider how best to ensure that information on a product's environmental performance and design is communicated to the public.</p>

5.3.	Giving consumers the information to decide	
a)	Greening public procurement	<p><i>The Commission will seek to determine the extent of green public procurement (survey, research project).</i></p> <p><i>The Commission will draw up an action programme [...] which bring together its objectives and actions for its own procurement</i></p> <p><i>The Commission is elaborating information measures for public authorities to assist them in greening their purchasing policies (practical handbook for public authorities, product group database, GPP-website)</i></p>
b)	Greener corporate purchasing	<p>Address GPP and Type I, II and III labelling/declaration. State of the art: <i>The Commission has begun working to stimulate the large corporate purchasing market by pushing for corporate purchasing practices to be more transparent through reporting (CSR).</i></p>
c)	Environmental labelling	<p><i>The scope of the existing labels (Eco-label, energy label and car-labelling scheme) will be gradually expanded to provide consumers with more choice.</i></p> <p><i>The Commission will pursue enforcement of the Misleading Advertising directive by MS and bring to a conclusion its work on green claims guidelines. The Commission will investigate the possibilities for such claims to be independently verified through the EMAS scheme. The effectiveness of private labelling measures and the need for further measures will be assessed.</i></p> <p><i>The Commission will take a decision on whether any action needs to be taken at Community level to stimulate the development of EPD.</i></p>
6.	DEVELOPING FOCUS ON PARTICULAR PRODUCTS	
6.1.	Voluntary pilot projects	<p><i>The Commission will carry out a number of pilot projects to demonstrate the potential benefits of IPP in a practical way. Much will be learned about the dynamics and organisation of such exercise. The COM will examine what actions may be necessary to enhance the coherence of existing legal and other instruments, to reveal important policy inconsistencies that hamper a balanced integration of economic, social and environmental objectives.</i></p>
6.2.	Identifying which products have the greatest potential for environmental improvement	<p><i>The Commission will seek to identify and stimulate action on those products with the greatest potential for environmental improvement. The COM will initiate the development of a methodology for identifying products on European level having then greatest potential for environmental improvement, taking into account socio-economic effects. The COM will seek to address some of the products.</i></p>
7.	CO-ORDINATION AND INTEGRATION	

		<p><i>The Commission will encourage individual sectors, in their reports pursuant to the Cardiff Process, to be more explicit in how they intend to integrate the IPP approach into their work.</i></p> <p><i>The Commission will initiate a number of processes to facilitate co-ordination and monitor progress.</i></p> <p><i>The Commission will develop suitable indicators, in co-operation with MS and the EEA, to measure the environmental improvements induced by the IPP approach</i></p> <p><i>The Commission will prepare a report on progress being made in implementing IPP and submit it to the EP and Council.</i></p> <p><i>The Commission will chair regular meetings where both MS' and stakeholders' representatives attend.</i></p> <p><i>The Commission will seek to promote the IPP approach on the international level by explaining its potential benefits of the IPP approach for the environment and sustainable development.</i></p> <p><i>The COM will inform stakeholders of all developments, including consultation exercise via its website and its mailing list service.</i></p>
--	--	--

Annex 6: Proposed Questionnaire for Member States

QUESTIONNAIRE FOR MEMBER STATES TO REPORT ON THE IMPLEMENTATION OF INTEGRATED PRODUCT POLICY

Contact Details

Country :

Name :

Position :

Organization :

Address :

Telephone :

E-mail :

A – IPP PLANNING AND RELATED ACTIVITIES

TOPIC 1. National IPP Strategy

Integrated Product Policy is an integral part of the EU's Sustainable Development Strategy and the 6th Environment Action Programme. The European Commission's IPP strategy is outlined in the IPP Communication (see Chapter 4 of the IPP Communication).

Under this heading you will find some questions which are to guide your reporting about progress in IPP strategic planning on the national level

as well as about the objectives and focuses of national IPP.

Please send a copy or web-link of any relevant document to DG Environment, together with the filled out questionnaire.

a) **Is there a national strategy, action programme etc. for IPP?**

Yes

No (go directly to question “b”)

Title:

Year of approval:

b) **Is IPP incorporated in any relevant national framework strategies, e.g. environmental policy plan, national sustainable development strategy or sustainable production and consumption action plan etc.?**

Yes

No (go directly to question “c”)

Please provide details with the help of the below structure.

Title of the relevant strategic document : _____

Year of approval : _____

The extent to which IPP is addressed in the above strategy, is:

- High:** IPP-related actions are amongst the *main* instruments of the strategy
- Good:** IPP-related actions are amongst the instruments of the strategy and concrete actions are planned in this regard
- Limited:** IPP-related actions are amongst the instruments, but no concrete actions are planned in this regard
- Negligible:** IPP is referred in the text, but no details are given about its implementation
- Do not know**
- Other** (please specify):

[Please repeat the above structure for providing information about further relevant framework e.g. national Sustainable Development Strategy, Sustainable Production and Consumption Strategy, Cleaner Production Strategy, environmental programme etc.]

Based on the above strategies or any other approaches etc.

c) **What are the main objectives of the national IPP?**

d) **What policies, actions and measures have been planned for IPP implementation?**

Tools creating the right economic and legal framework:

Promoting the application of life-cycle thinking:

Giving consumers the information to decide:

e) **What sectors and/or product groups have been identified as priority for action?**

If applicable, please also provide information about the process of prioritisation, e.g. the methodology used, relevant studies etc.

f) **What stakeholder groups (i.e. producers, retailers, final consumers etc.) have been identified as priority for action?**

If applicable, please also provide information about the process of prioritisation, e.g. the methodology used, relevant studies etc.

g) *What was the main rationale for developing strategies for IPP and life-cycle based product policy. What were the initial expectations for deliveries and who were the initial promoters for this?*

h) *Please provide any additional information, comments etc. related to National IPP Strategy (TOPIC 1) here.*

TOPIC 2. The national institutional framework to support the implementation of IPP

The national institutional framework to support the implementation of IPP consists of all organisations and/or relevant units and teams, committees, networks etc. which have a role in designing/implementing/reviewing/financing/educating etc. of IPP-related policies and other measures. The development of national-level institutional framework in the above sense is considered to be a good indicator of IPP implementation.

a) *Which are the most important IPP-related institutional structures in your country?*

Please also provide information about the year of the establishment/start of these new structures as well as about their competence and dedicated annual resources both in terms of human resources [person months] and in budget [EUROS]. Furthermore, please attach for information the relevant documents, as appropriate.

b) *Please provide any additional information, comments etc. related to TOPIC 2 here.*

TOPIC 3. Adoption of the five principles of the EU's IPP approach

IPP is based on five key principles, which are: i) life-cycle thinking, ii) working with the market, iii) stakeholder involvement, iv) continuous improvement and v) a variety of policy instruments. More information on the IPP principles can be found in Chapter 3 of the Communication.

a) To what extent are the five key principles of IPP prevailing in your relevant policies, measures etc.*?

In addition to ticking the box, please provide additional information and feel free to comment on the level of implementation of particular IPP principles in your IPP related activities.

Life-cycle thinking

excellent good minor none do not know

Working with the market

excellent good minor none do not know

Stakeholder involvement

excellent good minor none do not know

Continuous improvement

excellent good minor none do not know

A variety of policy instruments

excellent good minor none do not know

b) Please provide any additional information, comments etc. related to TOPIC 3 here.

* Your immediate assessment (there is no need to conduct a study etc.)

B – IPP IMPLEMENTATION AND RELEVANT RESULTS

TOPIC 4. Major IPP policies, actions and measures implemented to “establish the framework conditions for continuous environmental improvement”

The IPP Communication identifies “establishing the framework conditions for continuous environmental improvement” one of the key areas of action (see more information in *Chapter 5* of the Communication).

Please provide a list of major policies and actions, including a clear reference to them. It is not necessary to provide detailed information on the listed actions. However, in case you find it worthwhile to report on some action listed here in more detail, please include them at TOPIC 12 (best practices).

- a) What major policies, measures etc. have been implemented on the national level to “establish the framework conditions for continuous environmental improvement”?

Tools creating the right economic and legal framework:

Promoting the application of life-cycle thinking:

Giving consumers the information to decide:

- b) Please describe any national approach for establishing voluntary actions which contribute to IPP.

- c) Please provide any additional information, comments etc. related to TOPIC 4 here.

TOPIC 5. Achievements which can be attributed to IPP

According to the *IPP Communication*, IPP primarily aims at reducing the environmental impacts from products and services throughout their life-cycle, harnessing, where possible a market-driven approach within which competitiveness concerns are integrated.

a) *What are the most important and demonstrable results of IPP-related activities in your country?*

E.g. results in terms of e.g. environmental improvements, change of practice, development of green(er) products and their markets, etc.

b) *What indicators do you already use/suggest for monitoring the effectiveness of the overall IPP implementation?*

Please provide reference values.

c) *Please provide any additional information, comments etc. related to TOPIC 5 here.*

TOPIC 6. Drivers, barriers and lessons learnt related to the implementation of IPP

NOTE: Suggestions to overcome the barriers should be reported at "Section C" of the questionnaire, "Future Actions for Better Implementation of IPP".

a) *What are the main drivers identified?*

b) *What are the main barriers to the implementation of IPP?*

c) *What key lessons learnt would you highlight related to the implementation of IPP?*

d) *Please provide any additional information, comments etc. related to TOPIC 6 here.*

TOPIC 7. Integration of IPP thinking into non-environment policy areas

a) *What national procedures etc. have been implemented to ensure the integration of IPP thinking into non-environment policy areas?*

Please provide a list of actions, and their brief description. More detailed information about the actions is welcome to be reported under TOPIC 12 (best practices).

b) *Please provide any additional information, comments etc. related to TOPIC 7 here.*

For example, has IPP thinking been used to address any social, ethical or health issues which are associated with products?

TOPIC 8. Coordination and coherence

a) *What national procedures etc. have been implemented to ensure the coordination and coherence of IPP-related activities?*

Please provide a list of actions, and their brief description. More detailed information about the actions can also be reported under TOPIC 12 (best practices and other interesting cases).

b) *Please provide any additional information, comments etc. related to TOPIC 8 here.*

C - FUTURE ACTIONS FOR BETTER IMPLEMENTATION OF IPP AND RELATED PLANS ON THE NATIONAL LEVEL

TOPIC 9. Suggestions to support the implementation of IPP and to improve the IPP approach

- a) *What further actions could be taken to support the implementation of the IPP on European level, on national level, stakeholder level?*

- b) *In what ways could the IPP approach be changed and/or improved?*

- c) *Please provide any additional information, comments etc. related to TOPIC 9 here.*

TOPIC 10. Forthcoming IPP-related plans, strategies etc. on the national level and LC thinking for products

- a) *Please describe any forthcoming IPP-related plan, strategy etc. on the national level, or any other forthcoming plan or strategy incorporating IPP-related measures and LC thinking for products.*

- b) *Please provide any additional information, comments etc. related to TOPIC 10 here.*

D - ADDITIONAL INFORMATION, SOURCES, LITERATURE, WEB-SITES, CONTACTS ETC.

TOPIC 11. Additional sources of information on IPP implementation

Please provide reference to any national websites, reports or useful contacts which are relevant to IPP.

E - BEST PRACTICES AND OTHER IMPORTANT EXAMPLES OF IPP IMPLEMENTATION

TOPIC 12. Descriptions of best practices and other important examples of IPP implementation

Please describe any best practice or interesting case of national IPP implementation in a maximum of 500 words, presenting in the description the aim of the action taken as well as by whom it has been initiated and what the results are.

You are welcome to submit descriptions of several examples. Your description might be published on the 2007 IPP Implementation Report. If you prefer not to have the information published, please note this in your response.

Title and year:

Description (including aim, actions taken, results achieved):

Website if available:

[Kindly described each case separately. Please use the format above to provide information about further best practices or interesting cases of IPP implementation]

Annex 7: Proposed Questionnaire for Other Stakeholders

**QUESTIONNAIRE FOR THE BUSINESS SECTOR, NGOs AND FOR ALL OTHER STAKEHOLDERS REPORTING ON THE
PROGRESS IN IMPLEMENTATION OF IPP**

Contact Details

Name :

Position :

Organization :

Country(ies)* :

Address :

Telephone :

Website :

E-mail :

Please specify your sector:

business association academia and education consultancy or research institution

environmental or consumer organization (association) other _____

*Or relevant regions e.g. Nordic Countries, EU15 etc.

A – IPP PLANNING AND RELATED ACTIVITIES

TOPIC 1. Objectives and Focus of IPP-related Organisational Activities

a) What are the particular objectives of your organisation's IPP-related activities?

b) What IPP-related organisational policies or measures have been planned?

Please also provide information on any targets set related to these policies or measures.

c) Which product groups have been identified as a priority for IPP-related activities within your organisation (if any)?

If applicable, please also provide information about the process of prioritisation, e.g. the methodology used, relevant studies etc.

d) Which stakeholder groups (e.g. retailers, final consumers etc.) have been identified as a priority for IPP-related activities within your organisation (if any)?

If applicable, please also provide information about the process of prioritisation, e.g. the methodology used, relevant studies etc.

e) What was the main rationale for developing strategies for IPP and life-cycle based product policy. What were the initial expectations for deliveries and who were the initial promoters for this?

f) Please provide any additional information, comments etc. related to TOPIC 1 here.

TOPIC 2. Organisational Resources to Support the Implementation of IPP

a) What resources are allocated in your organisation to implement IPP-related activities in terms of human resources [person months] and in budget [EUROS]*?

If possible, please provide the figures by main activities e.g. training, etc.

b) Please provide any additional information, comments etc. related to TOPIC 2 here.

B – IPP IMPLEMENTATION AND RELEVANT RESULTS

TOPIC 3. The most important IPP incentives in place to stimulate the development, adoption and/or purchase of green(er) products (drivers of IPP implementation)

The IPP Communication identifies the “establishing the framework conditions for continuous environmental improvement” one of the key areas of action (see more information in *Chapter 5* of the Communication).

Please provide a list of actions and a clear reference to them (further information will be acquired from the initiator of the incentive).

What policies, measures, initiatives etc. have been most effective for

a) creating favourable economic and legal conditions to the development, adoption and/or purchase of green(er) products?

* Your estimate (there is no need for detailed assessment)

b) *encouraging the adoption of / raising awareness on life-cycle thinking?*

c) *improving the availability and use of consumer life-cycle information?*

d) *Please provide any additional information, comments etc. related to TOPIC 3 here.*

TOPIC 4. Drivers, barriers and lessons learnt to the implementation of IPP

NOTE: Suggestions to overcome the barriers should be reported at "Section C" of the questionnaire, "Future Actions for Better Implementation of IPP".

a) *What are the main drivers to the implementation of IPP to your organisation /in your sector?*

b) *What are the main barriers to the implementation of IPP to your organisation /in your sector?*

c) *What key lessons learnt would you highlight related to the implementation of IPP?*

d) *Please provide any additional information, comments etc. related to TOPIC 4 here.*

TOPIC 5. Achievements which can be attributed to the IPP-related activity of your organisation

According to the *IPP Communication*, IPP primarily aims at reducing the environmental impacts from products and services throughout their life-cycle, harnessing, where possible a market driven approach within which competitiveness concerns are integrated.

- a) *What are the most important and demonstrable results of IPP-related activities of your organisation /in your sector?*
- b) *What indicators do you already use/suggest for monitoring the effectiveness of the overall IPP implementation (both on the level of your organisation/sector and on the national- or EU level)?*
- c) *Please provide any additional information, comments etc. related to TOPIC 5 here.*

TOPIC 6. Impact on competitiveness

- a) *To what extent are green(er) products more/less competitive in your practice?*

Please provide details on your relevant experiences.

- b) *Please provide any additional information, comments etc. related to TOPIC 6 here.*

TOPIC 7. Questions for Business Associations

- a) *Please specify your sector (e.g. furniture industry, chemical manufacturers, SMEs etc.)*

b) Which business functional areas are in the focus of IPP-related activities in your sector?*

- product design procurement production sales and marketing
- after-sales services other (please specify) _____

Any additional information and comments related to this question:

c) What sector-wide mechanisms or procedures etc. are in place to coordinate IPP-related activities (if any)?

E.g. networks, relevant voluntary initiatives, structures for managing information etc. Please provide a list of major structures and procedures plus clear reference to them. It is not necessary to provide detailed information on the listed actions. However, in case you find it worthwhile to report on some action listed here in more detail, please include them at TOPIC 10 (best practices).

C - FUTURE ACTIONS FOR BETTER IMPLEMENTATION OF IPP

TOPIC 8. Suggestions to support implementation of IPP and to adjust the EU's IPP approach

a) What further actions could be taken to support the implementation of the IPP on European level, national level, and stakeholder or sector level?

* Please mark maximum two boxes

b) *In what ways could the IPP approach be changed and/or improved?*

c) *Please describe your future IPP-related plans.*

d) *Please provide any additional information, comments etc. related to TOPIC 8 here.*

D - ADDITIONAL INFORMATION, SOURCES, LITTERATURE, WEB-SITES, CONTACTS ETC.

TOPIC 9. Additional Sources of information on IPP implementation

Please list any websites, reports etc. which you recommend to be studied in relation of the 2007 reporting on IPP implementation.

E - BEST PRACTICES AND OTHER IMPORTANT EXAMPLES OF IPP IMPLEMENTATION

TOPIC 10. Descriptions of best practices and other important examples of IPP implementation

Please describe any best practice or interesting case of national IPP implementation in a maximum of 500 words, presenting in the description the aim of the action taken as well as by whom it has been initiated and with what the results are.

You are welcome to submit descriptions of several examples/cases. Your description might be published on the 2007 IPP Implementation Report. If you prefer not to have the information published, please note this in your response.

Title and year:

Description (including aim, actions taken, results achieved):

Website if available:

[Kindly described each case separately. Please use the format above to provide information about your best practices or interesting cases of IPP implementation]