



## International Green Purchasing Network (IGPN)

### How to get involved

**Become a Partner of the International Green Purchasing Network (IGPN) to share, scale-up and replicate your work and showcase your contribution to International Green Purchasing development.**

IGPN launched in 2005 to promote Green Purchasing around the globe with all stakeholders, such as international organizations, businesses, governmental organizations, local authorities and NGOs, who take the initiative in implementing Green Purchasing. The objectives for IGPN is established are:(a) Promote globally the development of environmentally friendly products and services and Green Purchasing activities;(b) Share information and know-how on Green Purchasing and environmentally friendly products and services internationally;(c) Harmonize the efforts of Green Purchasing and the development of environmentally friendly products and services from a global viewpoint.

The IGPN is open to all organizations agreeing with the objectives that are interested in joining an active implementing and a collaborative platform supporting the implementation of objectives.

Based on IGPN By-Laws(Trail Version), Being a Partner of the IGPN provides the opportunity and commitment to:

**a) The Advisory Board Member:**

- advise on the Network strategic goals and work plan;
- advice to strengthen the Network and support the implementation of Network activities;
- support in identifying gaps and proactively engaging new Partners, bringing-in the Network new initiatives;
- support resource mobilization activities of the Network;
- advice the By-Laws of the Network;
- be active in outreach, advocacy, and awareness raising and fundraising to support the expansion of the Network.

**b) Full membership:**

- represent green purchasing network that are fully operational;
- put forward on suggestions to the By-Laws, work plan, management and communication of secretariat etc.;
- implement relevant resolutions;
- provide the progress and trends of green purchasing of the organization, including but not limited to provide timely updates, activities, or initiative;
- attend relevant meetings.

**c) Associate membership:**

- put forward on suggestions to the IGPN constitution, work plan etc.;
- attend relevant meetings.



## Partnership Application Form

Please fill in and return this completed application form via e-mail to IGPN Secretariat at [igpn.secretariat@igpn.org](mailto:igpn.secretariat@igpn.org).  
 You will be notified on the outcome of your application, once this has been reviewed by the IGPN Council.  
 Please note that requests for funding will not be considered through this application process.

1. Information on the organization		
Name of the organization		
Website		
Type of Applied Partnership	<input type="checkbox"/> Advisory Board Member <input type="checkbox"/> Full Member <input type="checkbox"/> Associate Member	
Type of organization	<input type="checkbox"/> National, regional, or local governments, government agencies and/or authorities and/or institution <input type="checkbox"/> International organisations (including UN bodies, International Financial Institutions – IFIs, regional cooperation institutions, Non-governmental organisations (NGOs), foundations, civil society organisations, and not-for-profit organisations (NPOs))  <input type="checkbox"/> Academic institutions, research centres or education institutions and associations (including schools, higher-education institutions) <input type="checkbox"/> Multinationals <input type="checkbox"/> Industry associations, business organisations <input type="checkbox"/> Individual companies, private sector representatives <input type="checkbox"/> Experts, individual consultant <input type="checkbox"/> Other: .....	
Brief description of your organisation’s mission and objectives Or self-description applicable for Advisory Board Member/Associate Member <i>Max 300 words</i>		
2. Main contact of your organisation		
Mr/ Ms	First name	Last name
Job title/ function	Email	
Telephone	City	Country
Please provide details of <u>other</u>		



alternate contacts of your organisation (if applicable):	
<b>3. Engagement and contribution to the IGPN</b>	
3.1. Indicate your expertise in relation within the Green Purchasing ( <i>Max 300 words</i> )	
3.2. What is your interest to participate in the IGPN? (please check all that apply)	<input type="checkbox"/> Offer technical expertise <input type="checkbox"/> Share and receive information on activities <input type="checkbox"/> Participate in related activities <input type="checkbox"/> Bring ongoing projects/activities, showcase implemented projects that can be replicated elsewhere or/and propose new projects/activities <input type="checkbox"/> Adapt, replicate and/or scale-up successful projects at national or regional level <input type="checkbox"/> Apply/pilot-test of tools and solutions <input type="checkbox"/> Provide funding <input type="checkbox"/> Other: <i>insert text</i>
<b>STATEMENT OF COMMITMENT</b>	
<p>We confirm that <b>[name of organization / entity/Individual]</b> supports the objectives of the IGPN, commit to perfume duties and obligations, thrive to take part in corresponsive activities and contribute to the development of IGPN.:</p> <ul style="list-style-type: none"><li>• To share knowledge and experiences with the community and partners of the IGPN;</li><li>• To provide regular updates to the IGPN Secretariat on our relevant activities;</li><li>• To provide advice and guidance to strengthen the IGPN activities;</li><li>• To participate to the extent possible in specific activities of the IGPN;</li><li>• To have a sense of ownership, pride and belonging to IGPN.</li></ul>	

In reference to this commitment, I, **[insert individual representative's name]** confirm that the information enclosed on this form is correct, and, if approved, will act as representative of **[insert institution]** as a member of the International Green Purchasing Network.

Date: **[redacted]**

Signature: **[redacted]**



**BY-LAWS OF  
INTERNATIONAL GREEN PURCHASING NETWORK  
(Trail Version)**

**ARTICLE I  
GENERAL PRINCIPLE**

Section 1. Name.

The name is International Green Purchasing Network (IGPN) .

Section 2. IGPN is a global multi-stakeholder partnership for green purchasing founded in 2005.

Section 3. Objective.

The objectives for which the Network is established are:

- (a) Promote globally the development of environmentally friendly products and services and Green Purchasing activities;
- (b) Share information and know-how on Green Purchasing and environmentally friendly products and services internationally;
- (c) Harmonize the efforts of Green Purchasing and the development of environmentally friendly products and services from a global viewpoint.

Section 4. Activities.

The Activities for which the Network is included:

**(a) collect and deliver global green purchasing activities**

Collect information on activities relating to green purchasing around the world, including best-practices and know-how, purchasing guidelines, product information, research outcomes, and the latest trends, and share it on the website and other media.

**(b) hold workshops**

Hold workshops and seminars targeting the stakeholders in regions, where the implementation of green purchasing is essential, to drive the dissemination of green purchasing while establish green purchasing promoting organizations in the regions.

**(c) cooperate to develop tools**

Cooperate with other organizations to develop internationally harmonized green purchasing guidelines and tools for product evaluation, to collect data and to develop methods to measure the effectiveness of green purchasing and training materials to be internationally utilized.

**(d) other activities**

Conduct research to drive the implementation of green purchasing and any other necessary activities to

promote green purchasing around the world. Which include but not limited to:

- carry out joint projects and research in the field of green public procurement;
- regular exchange on activities each organisation is undertaking;
- developing joint project proposals and/or tenders if the opportunities arise;
- organisation of joint events if the opportunities arise.

Section 5. Official Language.

The official language of the Network is English.

## **ARTICLE II THE COUNCIL MEMBER**

Section 1. Duties.

The Council manages the activities and affairs of the Network. The Council has its power to draw the rules and regulations.

The Council shall have the following responsibilities:

- (a) formulate and modify By-Laws;
- (b) appoint or remove the chairperson and vice-chairperson;
- (c) review applications and revocation for membership;
- (d) review proposal or concept notes;
- (e) review annual work plan and financial report;
- (f) formulate and promote the implementation of the strategic plan.

Section 2. Number, Election, and Term.

The Council will be formed with an odd number of members, consisting of a Chairperson, a vice Chairperson, and other members.

The number shall be determined by the Council to no less than three (3) or more than seven (7).

Each term for Council member is five (5) years.

In case of the one being incapacitated, with serious legal problems or fails to perform one's duties and activities for a long period time, who will be disqualified as a council member upon the approval of Chairperson and Vice Chairperson.

Section3. Selection of Council Members.

The Council members shall be nominated by the Chairperson, recommended election or recommendation based election by all members.



Council members shall be composed of representative by its organization.

Council member shall declare participation in IGPN council activities on a pro bono basis.

### **ARTICLE III THE ADVISORY BOARD MEMBER**

#### Section 1. Duties.

The Advisory Board shall advise the Council and support in a collaborative way including planning, coordination, and implementation and monitoring of the Network.

The advisory board shall have the following responsibilities:

- (a) advice on the Network strategic goals and work plan;
- (b) advice to strengthen the Network and support the implementation of Network activities;
- (c) support in identifying gaps and proactively engaging new partners, bringing-in the Network new initiatives;
- (d) support resource mobilization activities of the Network;
- (e) advice the By-Laws of the Network;
- (f) be active in outreach, advocacy, awareness raising and fundraising to support the development of the Network.

#### Section 2. Renewal.

Each term for the Advisory Board member is five (5) years.

The Advisory Board member shall serve for a maximum of two (2) consecutive terms .

#### Section 3. Application and Principle.

The Council/Chairperson may issue a call for expressions of interest of the Network and disclose the list of interested organizations or individuals.

The Secretariat will be informed throughout the process and the Council/Chairperson will validate the final composition of the renewed Advisory Board.

The principles are as follows:

- (a) stakeholder balance, ensuring representation of different stakeholder groups and;
- (b) avoiding conflicts of interests, ensuring fair with the Network members.

### **ARTICLE IV CHAIRPERSON AND VICE CHAIRPERSON**

Section 1. The chairperson and vice-chairperson shall have:

- (a) rich experience in green purchasing and international cooperation;



- (b) a high profile in the topic area;
- (c) the maximum age of service shall generally not exceed 70;
- (d) be healthy which capable to hold normal work.

**Section2. Duties.**

- (a) chair the IGPN meeting;
- (b) sign important documents;
- (c) chair major work of the secretariat;
- (d) nomination of vice-chairperson;
- (e) others.

Section3. The vice-chairperson assists the chairperson in the work, or entrusted by chairperson to exercise relevant tasks.

**Section4. Term.**

The Chairperson shall be nominated by the predecessor and shall be unanimously approved by the Council.

Each term for both the Chairperson and Vice-Chairperson is five (5) years.

The term of office generally not exceed two (2) terms, and the extension of the term due to special circumstances shall be unanimously approved by the Council.

**ARTICLE V  
THE SECRETARIAT**

**Section1. The Secretariat.**

The Secretariat works as IGPN administrative body.

The authorized secretariat organization and location are based on the proposal of Chairperson agreed by the Council.

The size and the employee compensation of the Secretariat shall be fixed by itself.

**Section 2. Duties.**

The Secretariat has the responsibility to draft annual work plan and annual report, website maintenance and financial management.

The Secretariat activities shall be supervised by the Chairperson under delegated authority from the Council.

The responsibilities of the Secretariat include:

- (a) draft By-Laws;
- (b) draft annual work plan;
- (c) draft strategy development plan;

- (d) coordination of the implementation;
- (e) management member list and contact detail;
- (f) maintain and update website information;
- (g) develop and promote the Newsletter;
- (h) plan and organize the council meeting and green purchasing workshop ;
- (i) others.

## **ARTICLE VI**

### **MEMBERS**

#### Section 1. Categories of Members.

The Network has two categories of membership:

- (a) full; and
- (b) associate.

#### Section 2. Attributes of Membership.

##### (a) full membership

##### 1. eligibility requirements

Full membership in the Network is open to green purchasing networks that are fully operational, pursue the Network's mission and fulfill all of the following requirements:

- legally established be in compliance with the relevant requirements at the country/region/area;
- represent national or local green or sustainable purchasing scheme;
- have processes and activities in place to continually improve the program.

##### 2. application

- fill in the application form;
- sign the declaration.

##### 3. responsibilities

- put forward on suggestions to the By-Laws, work plan , management and communication of secretariat etc.;
- implement relevant resolutions;
- provide the progress and trends of green purchasing of the organization, including but not limited to provide timely updates, activities, or initiative;
- attend relevant meetings.

##### (b) associate member

##### 1. eligibility requirements

Associate membership in the Network is open to which pursue the Network's mission and fulfill the





following requirements:

- organizations being with legal statuses;
- academic institutions, research centers, education institutions, associations (including schools and higher-education institutions), NGOs etc.;
- if applicable, individual expert.

2. application

- fill in the application form;
- sign the declaration;

3. responsibilities

- put forward on suggestions to the By-Laws, work plan, etc.;
- attend relevant meetings.

Section 3. Members Meeting.

When necessary the secretariat holds Council meetings and international green purchasing workshop. The international green purchasing workshop is open to all full members, associate members, and other representatives deemed acceptable by the council, which may include candidates applying for membership.

## **ARTICLE VII FUNDING**

All members of IGPN, including Chairperson, vice Chairperson, Council members, Advisory Board members, the Secretariat, Full Member and Associate Member should support on fund raising which will be used to IGPN's operation or project development overhead.

The source of funding shall conform to the relevant regulation and requirements from international, regional and related country or area.

## **ARTICLE VIII SUPPLEMENT**

The By-Laws is taken into effective for trial for one (1) year from July of 2020.

The explanation of the By-Laws is by the IGPN Secretariat.

## DISSEMINATION OF COMMUNICATION

### Section 1. Scope.

Information referred in this document refers to all internal and external information related to the operation of IGPN.

Internal information includes:

- 1) IGPN activity news;
- 2) Member mailing list, contact person, contact information;
- 3) Update on members' activities in green purchasing; and
- 4) Newsletter.

External information includes:

- 1) News in green purchasing;
- 2) Event and activities in green purchasing; and
- 3) Other related information.

### Section 2. Principle.

- 1) True and effective. Information should be reliable, domain-specific, and timely.
- 2) Centralized management. Information should be centrally distributed by the secretariat.
- 3) Classification and analysis. When needed, should be classified, coordinated, analyzed and summarized.
- 4) Confidentiality. Member information should be kept confidential and not spread without permission.

### Section 3. Format.

- 1) Internal information is mainly in the form of E-mail and telephone.
- 2) External information shall be mainly published on the website ([www.igpn.org](http://www.igpn.org)). If reprinted, the source shall be indicated.
- 3) Choose the form of social media LinkedIn/ WeChat/Tencent, etc., which should comply with relevant regulations and requirements.
- 4) For information exchange forms of offline activities, such as meetings and interviews, shall form plans before the meeting and report after the meeting, and publish them on the website after Chairperson's approval.