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Water and Environment Support in the ENI Southern Neighbourhood region

RE-7-REG

REGIONAL ACTIVITY ON BEST PRACTICES IN PROMOTING CIRCULAR ECONOMY AND ACHIEVING WASTE REDUCTION IN THE MEDITERRANEAN / D1: WORKPLAN AND METHOD

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WATER AND ENVIRONMENT SUPPORT IN THE ENI SOUTHERN NEIGHBOURHOOD REGION

The "Water and Environment Support (WES) in the ENI Neighborhood South Region" project is a regional technical support project funded by the European Neighbourhood Instrument (ENI South). WES aims to protect the natural ressources in the Mediterranean context and to improve the management of scarce water resources in the region. WES mainly aims to solve the problems linked to the pollution prevention and the rational use of water.

WES builds on previous similar regional projects funded by the European Union (Horizon 2020 CB/MEP, SWIM SM, SWIM-H2020 SM) and strives to create a supportive environment and increase capacity all stakeholders in the partner countries (PCs).

The WES Project Countries are Algeria, Egypt, Israel, Jordan, Lebanon, Morocco, Libya, Palestine, Syria and Tunisia. However, in order to ensure the coherence and effectiveness of EU funding or to promote regional cooperation, the eligibility of specific actions can be extended to neighboring countries in the Southern Neighborhood region.

DISCLAIMER:

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TABLE OF CONTENTS

1 SUMMARY OF THE PROJECT

Topic: “Regional activity on best practices in achieving waste reduction in the Mediterranean”

Main objective: identify and undertake “regional assessments” of high-tech and low-tech solutions to improve waste reduction and management, as well as economic/fiscal instruments and awareness raising activities.

Scope: municipal waste (household waste and assimilated waste), practices covering the 3Rs.

Target group: regional institutions, national governments, local authorities, formal and non-formal education institutions, civil society, private sector.

WES partner countries: Algeria, Egypt, Israel, Jordan, Lebanon, Morocco, Palestine, and Tunisia

Tasks :

1. Conduct a regional assessment of high- and low-tech solutions that have been successfully implemented to achieve waste reduction and promote the principles of circular economy

2. Develop a web-based tool to showcase the practices identified under Task 1 for waste reduction and circular economy and facilitate dissemination.

Task 1: collect information and data on solutions

- Implemented in Mediterranean countries and elsewhere
- Relevant to the Mediterranean countries’ context and needs
- Focus on municipal waste. Several fractions mentioned: packaging, biowaste, tires, WEEE, construction et demolition waste.
- Technical and technological, communicative, economic/fiscal instruments (incentives, public-private partnerships, etc.)
- Scope: prevention, re-use, recycling
- How to finance it (Extended producer responsibility, RE through business models revisions, taxes, incentives, etc.)

The activities foreseen in task 1 are summarised on the figure below:

Method

- Establish method
- Identify source of info
- Propose selection criteria to identify target sectors, geographic areas
- Define template for structuring and presenting the case studies
- To be presented in D1

Collection of practices

- Assess existing info on existing solutions
- Collect info on the solutions
- Propose a database as D2

Preparation of case studies

- Shortlist of 20-25 best solutions
- Develop factsheets, to be **translated in French**
- **D3:** report including factsheets in French and English

Task 2: web-based tool to showcase the practices

- Define the outlines and functions with web-designer and partner organizations
- Discussion and validation with project team, following consultation with the partner organisations
- Implementation
- Agreement on hosting and visual identity

Timeline

M1 is March.

Task	M 1	M 2	M 3	M 4	M 5	M 6	M 7	M 8
Task 1					R			
Task 2:								

R=report

2 PROPOSITION OF A WORKPLAN

2.1 PROJECT ACTIVITIES

The project consists in five main steps:

1. **The definition of a method and workplan**, including the identification of key issues to be addressed by the best practices, the criteria to select them, and the information and data that will have to be included in the online factsheets (M1);
2. **The identification of relevant sources of information** in a shared database (M1-2);
3. **The identification of interesting best practices** along with key information allowing to determine whether or not they can be considered as best practices, presented in a common database (M2-4);
4. **The selection of best practices** and the drafting of factsheets to present them (M5-6)
5. **The integration of factsheets in a webtool** allowing users to quickly identify practices relevant to their needs and interests. The actual design and implementation of the webtool is undertaken by an experienced web designer contracted by the UfMS. (M4-M8).

The following timeline is proposed:

Step	M1	M2	M3	M4	M5	M6	M7	M8
1.								
2.								
3.								
4.								
5.								

Step 1:

- Proposition of a first draft for the method by ACR+ to the NKEs (week 1)
- Fine-tuning and second draft proposed to project team (week 3)
- Finalisation and final version of the work method (end of M1)

Step 2:

- **Stakeholder consultation** (detailed below) to identify specific challenges to be addressed and actual best practices, which will be conducted in English and French.
- **Collaborative list of references**: publications, websites, guidelines, contacts, database, etc. through an online spreadsheet, including references (name, year, authors, etc.) and information on the topic addressed by the report (specific waste streams, specific sectors, specific instruments, geographical scope). A first list is established by M1.
- **Identification of potential gaps** between the available resources and the needs identified during the first month of the project (e.g., geographical coverage, specific waste streams, specific instruments, etc.).
- **Further contact with key stakeholders** to fill these gaps and final list of references ready by end of M2.

Step 3:

- **Collaborative list of best practices** in an online spreadsheet including key information allowing the assessment of their relevance and to ensure a proper coverage of all key topics identified as relevant to the target group, and existence of evaluation criteria on key aspects (e.g., availability of key information, quality of information/data, replicability of the practice, existence of a clear business case, etc.) (M2)
- **Analysis of gaps and overlaps** in the best practices identified (e.g., geographical coverage, specific waste streams, specific instruments, key sectors, etc.).
- **Further contact with key stakeholders** to fill these gaps and final list of best practices ready by end of M3, with all key information filled. An objective of around 40 to 50 practices is set.

Step 4:

- **Selection of the best practices** based on several criteria: validation of the evaluation criteria, good geographical coverage, diversity in the 3 Rs, diversity in the nature of the instruments covered, etc. 30 best practices are selected by the first week of M4.
- **Discussion on the selection** with the project team to narrow down the list to 20-25 depending on the needs and expectations. The final list is agreed on by mid M4.
- **Drafting of the factsheets** for the selected best practices. First drafts are available by mid M5 for review by the project team.
- **Finalisation of the factsheets** and inclusion in D3 by the end of M5.
- **Translation of the factsheets in French**.

Step 5:

- **Definition of the outlines** of the webtool by NKE, including: general organisation, classification of the factsheets, presentation of the online factsheets, links with other key resources, other required functions, etc. A tagging system is defined based on the key criteria defined in D1 and used for the collection of best practices. The outlines are discussed with the web designer and validated by the project team (M5).
- **Proposition of mock-ups** for the homepage, key sections, and one factsheet by the web designer for validation by the project team (M6);
- **All the information of the factsheets transferred** to the web designer in the agreed format, including tags associated with each best practice and translated versions;
- **First version of webtool** with all factsheets uploaded (M7)
- **Final version of the webtool** ready and online, following the feedback from the project team (M8)

2.2 IDENTIFICATION OF KEY TOPICS AND CHALLENGES TO BE ADDRESSED

When defining criteria for the collection of best practices, it is essential to understand the context of waste/resource management in the MENA region. The following elements will be taken into consideration:

- Around 70% of household waste is made of organic waste;
- Most of waste is currently landfilled;
- Selective collection systems are still at a very early stage, when available;
- EPR systems (especially for packaging), when existing in a law, are not yet implemented at a global scale;
- Most of the time, there is no clear link between waste management costs and the economic value of the collected waste;
- Most of the time, there is no complete administrative decentralisation of competences (at both regional and municipal level) which can represent a barrier to incentive local initiatives.

It is essential to clearly identify best practices that are somehow linked to the "demand" and selected according to the actual challenges, needs, and weaknesses of the targeted countries. This first assessment will be completed thanks to a stakeholder consultation, presented below.

2.3 STAKEHOLDER CONSULTATION

To ensure that the project meets the expectations from the target audience, and make sure that key best practices are covered, a stakeholder consultation will be established within the first month of the project. This consultation will consist in letters and questions sent to key organisations within the different target countries.

The table below lists the categories of stakeholders that are considered, along with the questions to be asked, and the method to consult them:

<table>
<tr><th>Category</th><th>Challenges</th><th>Best practices</th><th>Method of consultation</th></tr>
<tr><td>National authorities</td><td rowspan="2">Key national priorities in terms of waste fraction, key sectors
Main weaknesses identified regarding the 3Rs
Main interests for instruments and BP: collection, re-use, prevention, economic instruments, communication, etc.
Specific demands for the project</td><td rowspan="2">Identified best practices
Identified front-runners (local authorities, waste management companies, etc.)
Identified publications</td><td rowspan="2">Online survey
Direct interviews by phone or teleconference</td></tr>
<tr><td>Focal points, UfM, UNEP/MAP</td></tr>
<tr><td>EU delegations</td><td></td><td>Relevant and/or similar on-going projects to identify potential gaps and overlaps</td><td>Direct emails
Direct interviews by phone or teleconference</td></tr>
</table>

Networks of local authorities	Main local challenges to implement the 3Rs in terms of fractions, sectors, or local conditions, or local resources Specific demands for the project	Frontrunners Best practices Key sources of information (reports, online resources, etc.)	Online survey Direct interviews by phone or teleconference
Waste companies and waste service providers	Main challenges and barriers identified when handling municipal waste Specific demands for the project	Frontrunners Best practices Key sources of information (reports, online resources, etc.)	Online survey
Other (education institutions, NGOs…)	Main challenges and barriers	Frontrunners Best practices	Online survey

Interviews will be conducted with Focal points, EU delegations, and identified stakeholders, with a target of 5 interviews for each target country. These interviews will be organised to ensure that proper input is obtained and to collect more qualitative information on the challenges and good practices, and efforts will be made to involve a representative panel of the aforementioned stakeholder categories.

A list of organisations and contacts for each target country is presented in Annex 1.

When contacting the different stakeholders, the following elements will be communicated:

- A short summary of the project and its objective;
- The scope of the project and key interests;
- The reason why we contact them: identification of key challenges and topics to be addressed by the best practice (BP), or/and the identification of frontrunners, effective instruments, or any innovative best practice;
- A short list of key questions for them to list both challenges and existing practices.

The message and online survey should be short but comprehensive and the questions easy to answer (e.g., an online form with boxes to tick, a short list of references, key organisations/contacts, or link to publications for best practices).

A specific method will be developed for the stakeholder consultation, including the process and timeline, content of the questionnaire, and template for the message to be sent to the different categories of stakeholders.

2.4 PROPOSITION OF CRITERIA FOR THE IDENTIFICATION OF SOURCES OF INFORMATION

The project aims at identifying **best practices focusing on municipal waste**, on various aspects of circular economy, including **prevention, re-use, and recycling**, and addressing **different types of aspects** (the involvement of citizens for waste reduction and source separation, collection systems, the relation with human health, etc.) **and instruments** (awareness raising, economic instruments, new legal requirements, incentives, etc.). The final selection should **include a mix of practices from the WES partners countries and from the EU**, including the recently approved Green Deal package, with the main criteria being **their transferability to the WES partners countries.**

The first phase of data collection is the identification of key sources of information in which the best practices will be identified, and where data and information will be retrieved to document the selected best practices.

The identification of sources of information will be done through the completion of an online spreadsheet listing the following information. The research of information will cover a wide range of instruments and categories of best practices: collection systems and modes of collection, communication activities, stakeholder involvement, economic incentives (Pay as you throw, deposit-refund system, taxes on disposal, etc.), regulation, or more specific instruments such as extended producer responsibility schemes. Besides, efforts will be focused on key waste fractions, such as bio-waste, packaging waste, and WEEE.

The results of the stakeholder consultation will provide key information for this stage. Listing the key references will be essential to ensure that best practices include clear and accurate references to the source of information.

- Name of the source of information publication, website, database, etc.
- Author
- Year of publication (recent publication, e.g., within the last 5 years, should be given priority, and publications older than 10 years should be avoided)
- Link (if available)
- Brief description of the content
- Geographical coverage of the practices included;
- Topics covered: prevention / re-use / recycling / other (specify)
- Waste fractions covered: biowaste / paper and packaging / WEEE / residual waste / plastic / other (specify)
- Type of instrument addressed: technical / communication / economic / regulation / other
- Topics covered: source-separation / collection / sorting / treatment / other
- Key sectors covered;
- Specific contexts covered: urban areas / rural areas / touristic areas / industrial areas / other

The identification of sources of information will be distributed among the NKEs on a geographical basis:

- NKE1 (Jean-Benoit): Europe
- NKE2 (Mounia): Morocco, Tunisia, Algeria
- NKE4 (Eleni): Lebanon, Jordan, Egypt, Israel

2.5 PROPOSITION OF CRITERIA FOR THE COLLECTION OF BEST PRACTICES

When defining criteria for the collection of best practices, it is essential to understand the context of waste/resource management in the MENA region. The following elements will be taken into consideration:

- Around 70% of household waste is made of organic waste;

- Most of waste is currently landfilled;
- Selective collection systems are still at a very early stage, when available;
- EPR systems (especially for packaging), when existing in a law, are not yet implemented at a global scale;
- Most of the time, there is no clear link between waste management costs and the economic (and overall) value of the collected waste;
- Most of the time, there is no complete administrative decentralisation of competences (at both regional and municipal level) which can represent a barrier to incentive local initiatives.

Taking into consideration these elements, it is proposed to list two types of information for the best practices:

- **Key information** on the context, topics and waste fractions covered, and general outcomes, which will be used to ensure a good diversity of BP in the final selection;
- **Key criteria** assessing the relevance of the BP, using a simple scoring system, to assess whether the BP can be effectively taken up for the purpose of the activity, and if it is relevant to the target audience (including producers).

The **key information** is listed here:

- Name of the BP
- Location
- Country
- Topics covered: prevention / re-use / recycling / other (specify)
- Waste fractions covered: biowaste / paper and packaging / WEEE / residual waste / plastic / other (specify)
- Type of instrument addressed: technical / communication / economic / regulation / other
- Topics covered: source-separation / collection / sorting / treatment / other
- Specific contexts covered: urban areas / rural areas / touristic areas / industrial areas / other
- Key sector (if applicable)
- Target: household, commercial activities, vertical housing, tourists, etc.
- Overall costs: high/med/low, covering both investment costs and running costs;
- General description
- Main results
- Sustainable Development Goals covered
- The key criteria are proposed below. Each criterion will be given a score by the NKE (1: good / 2: average / 3: poor). The different scores will be assessed by the NKEs based on the available information. Quality of information and data: clear and consistent information is available to document the best practice without further researches:

1. Everything is available to fill the template, including clear information on the required resources and quantitative information on results
2. Most information is available
3. Further researches will be required to document the practice;

- Effectiveness of the BP:
    1. The BP is regarded as very effective, with quantitative information on the outcome of the practice is available, or the BP is very innovative, and addresses topics or challenges that are generally not addressed by other practices
    2. The BP is effective, and/or partial information on the results is available (e.g., on the outreach, qualitative information from local experts, elements on the reaction of the targets
    3. The BP has little effect, or no clear information is available on the results.
- Relevance for the target audience and countries and transferability:
    1. No element identified that would prevent the transfer or BP, and the BP addresses key challenges identified;
    2. Potential barrier for transfer
    3. Clearly identified framework conditions or contextual conditions (e.g., subsidies, specific regulation, weather conditions, etc.) that are identified as factors of success of the BP and might not be available in the WES partners countries, and/or the BP does not cover a relevant topic/challenge
- Possibility to upscale:
    1. The BP is already a roll-out action, and should work at a large scale
    2. The BP is a pilot action but there does not seem to be clearly-identified: obstacle for upscaling
    3. The BP is a pilot/small-scale action and it might be complicated to upscale (it works in very specific conditions, or it would require too much resources, or it is only possible with a strong local participation, etc.)

Besides, each source of information will be given a number which will be used when listing the best practices, to ease the identification of references during the documentation of best practices.

2.6 TEMPLATE FOR THE BEST PRACTICES

The following information is proposed to be documented in the factsheets for the 20-25 best practices:

- **Scope/objective of the BP** and context within which it was undertaken i.e. in response to what.
- **General information on the territory**: location, country, population, density, specific characteristic (e.g., tourism activity, etc.), and key information on waste management (municipal waste generation per capita, current sorting rate in %);
- **Information on the organisation** that implemented the BP: public authority, waste company, other, etc.
- **Key information on the BP** (as listed above in the BP database);
- **Context for the implementation of the BP**: why was the BP implemented (following a specific regulation or obligation, specific challenge identified, political decision, etc.), general description of the situation prior its implementation;
- **Description of the implementation of the BP**: timeline, key steps;
- **Key stakeholders involved**: other local players that were involved in the implementation or facilitated its implementation;
- **Resources involved**: investment costs, running costs, human resources, method for financing the BP (EPR system, specific subsidy, incomes generated by the BP, local tax/fee, etc.)
- **Main results of the actions**: quantitative results (e.g. reduction of waste, quantities sent to re-use/recycling, collected quantities before and after, etc.), reception of the target groups, qualitative results;
- **Key factors of success**: contextual factors, critical instruments, critical stakeholder, specific framework conditions… identified as essential for the BP to be implemented
- **References** and links to further information.