

Pre-waste Common methodology

for regional and local authorities engaging in waste prevention

About this document...

This document elaborated within the Pre-waste project¹ presents a methodology shared by Pre-waste partners that aims at enabling regional and local authorities to implement an effective waste prevention policy in terms of planning, monitoring and implementation. Being a synthesis document, this methodology highlights key elements and examples of ideas to ensure the success of such policy.

Waste prevention policy is intended here both as the global strategy (waste prevention plan or programme) and the concrete activity (activities?) implemented to prevent waste on the ground (waste prevention action s?).

The approach of the Pre-waste methodology was as follows the document has been drafted on the basis of the Pre-waste main technical outputs (Pre-waste good practices on waste prevention, preliminary information about the transferability studies from the Pre-waste partners, Pre-waste framework of waste prevention indicators), the Pre-waste partners' expertise on waste prevention and literature search on the subject. Therefore, examples provided in this methodology are drawn from some of the many concrete waste prevention practices identified and researched by the Pre-waste project partnership. They are not intended to be exhaustive but rather an illustration of the process.

Waste prevention: an obligation for cities and regions

The Waste Framework Directive (2008/98/EC)¹ sets the obligation for Member States to adopt national waste prevention programmes by 12 December 2013.

In practice, local and regional authorities will have to prepare their own waste prevention plans, either as specific documents or within the frame of their waste management plan. They will have to take into account that the **waste hierarchy** established by the Waste Framework Directive puts waste prevention as the top priority. Waste prevention plans shall in particular include a series of actions aimed at reducing the amount of waste to be managed and treated by public authorities.

Local and regional authorities have a key role to play regarding waste prevention (waste collection and management, waste permit registration, waste taxation, public procurement, citizens awareness, etc.). This role will find a concrete application into **local/regional waste prevention plans and programmes and waste prevention actions.**

On the basis of the experience demonstrated in various European countries, the Pre-waste project developed a methodology that aims at **helping local and regional authorities to prepare and implement their waste prevention plans and programmes** by highlighting the key elements that will turn their waste prevention strategies into success. Specific attention is given to the **transfer of waste prevention actions** that have proven to be effective from one territory to another.

Waste prevention measures are those taken before a substance, material or product has become waste and that **reduce the quantity or the toxicity of waste.**

Waste prevention includes **strict avoidance** measures (e.g. drinking tap water instead of bottled water), **reduction at source** (e.g. home composting), and **reuse of products.**

Figure 1: EU Waste hierarchy

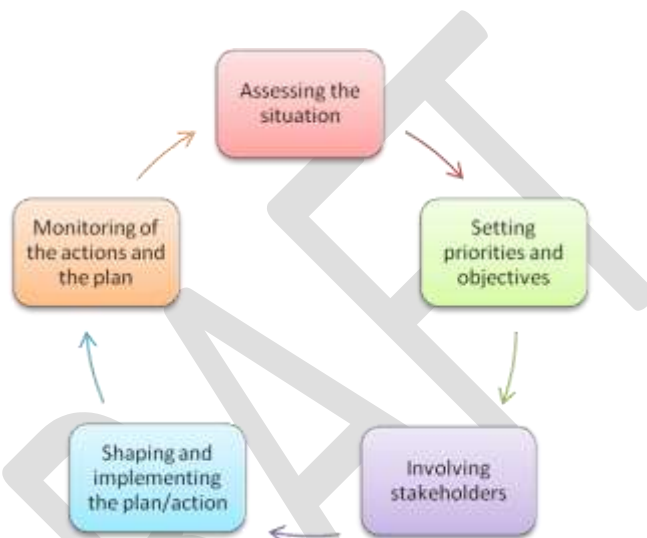


¹ <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CELEX:32008L0098:EN:NOT>

Common Steps for a Waste Prevention Policy at local and regional level

In order to prepare and implement an effective waste prevention policy, five key elements are important to keep in mind:

- Assess the situation
- Set priorities and objectives
- Involve stakeholders
- Shape and implement the plan and actions
- Monitor



Some important remarks:

- The above steps are essential to efficient preparation, implementation and follow-up of waste prevention plans and actions, but there is some overlap between steps. For instance, indicators needed to monitor the implementation and success of a plan or action already have to be defined before the implementation of the plan/action, often when setting the objectives.
- Following a continuous improvement approach, the monitoring of plans and actions will lead to a new assessment of the situation and to the adoption of corrective measures.

1. Diagnosis: Assess the situation

The initial assessment will be the first thing to do when considering the elaboration of a waste prevention plan or action and will define the starting point of the process. This step also aims at identifying what and who the authority in charge of waste prevention can influence. After the implementation of the plan/action, a new assessment will help to improve the plan and actions. This step is closely related to the monitoring of the plan and action and the use of indicators (see step 5 'Monitor the plan and actions').

The diagnosis for a given territory covers a wide range of information, in particular:

- **Socio-economic data** (e.g. population, number of households, of schools, of hotels and restaurants, of private or public gardens and parks, age distribution, unemployment...)
- **Waste generation & management data** (e.g. waste quantity and composition, waste sources, number of recycling facilities, of incinerators, of reuse centers...)
- **Previous prevention actions** (e.g. communication campaigns...)
- **Legal & policy context** (e.g. national, regional or local waste prevention programme or plan, local pay-as-you-throw scheme, Agenda 21...)
- **Stakeholders** and their behaviour (e.g. public decision makers, citizens, social economy sector, composting masters, educational sector, local companies or retailers...)
- **Good practices** already implemented & preexisting knowledge about **potential actions** (e.g. banning or taxing the use of single use plastic bags, distribution of composting bins, participation in the European Week for Waste Reduction...), with particular attention to the waste prevention potential of actions implemented
- **Other specificities** (e.g. insular or very touristic area...)

A thorough initial territorial diagnosis might take some time, but is a necessary step that will path the way of the future waste prevention plan or action. It helps in quantifying waste prevention potentials, and facilitates subsequent priority setting and monitoring.

Examples of types of information gathered for the diagnosis

PLAN

- Overall quantitative data about collected waste flows for specific fractions (e.g. paper, organic waste, WEEE, etc.) or sources (households, businesses, schools, etc.)
- Detailed quantitative data about waste composition based on analyses of samples of garbage bags (e.g. unopened food packaging, advertisements...)
- Questionnaires to obtain qualitative information about behavior and awareness

ACTIONS

- a more detailed assessment of a specific initial situation (waste fraction, treatment, target group, etc.)
- for garden waste composting by households, it may be the amounts of garden waste collected, number of homes with gardens, kg of garden waste generated per household, number of composting units distributed or sold, share of the households already composting according to a survey, potential for further waste prevention, etc.
- for junk mail prevention, it may be the average amount of advertisement received based on garbage bin analyses, the number of mailboxes with "no advertisement" stickers, the willingness of households not to receive advertisements, legal framework for the distribution of advertisement, etc.

Commento [p1]: J'ai un doute ici : je trouve qu'on se répète beaucoup, mais peut-être que c'est normal. Alternative : in cadre moins comparatif, mais plus sur comment acquérir l'information ? (voir cadre vers ci-dessous)

Commento [VCA2]: solution : say that the EXAMPLES were taken from the IBGE waste plan ? (those are examples) what should be clear is that for a plan, it is more global, and for an action, it should be more specific, targeted.

Getting the information:

- Use questionnaires to get qualitative information about people's behaviour regarding consumption, waste sorting and prevention habits, etc.
- Use national data if you can't get quantitative data at regional/local level (consumption trends, etc.)
- Use quantitative data on waste generation to assess the potential in change of behaviour, as described in the Pre-waste general framework for waste prevention indicators

2. Strategy: Set priorities and objectives

Based on the diagnosis, build a clear view of what you want to achieve (waste fraction, target audiences to address...). A strategic goal, priorities and objectives give the work direction and allow you to focus on achieving results.

Setting one or several overarching **priorities** for the plan must take account of various factors, for instance:

- Political / strategic agendas
- Major waste issues on the territory and gaps in waste prevention activities
- Legal, financial and other constraints
- Interaction with other relevant policies

Often, setting a **strategic goal** for the plan will help its understanding by decision makers and stakeholders.

Objectives of a plan or action are more operational than the overarching priorities and strategic goal. They can be global or specific. Objectives should be SMART:

- **Simple:** clear and well defined
- **Measurable:** quantified and linked to indicators – see point 5 for details about indicators
- **Achievable:** realistic and attainable
- **Relevant:** in line with the strategy and higher goals
- **Time-bound:** with a timeframe, progressive phases and a target date

When defining objectives, it can be interesting to take a look at actions that have been successfully implemented elsewhere in the country or in Europe and in particular to use benchmarks in order to know the reduction potential of these actions.

Objectives can for instance be expressed in terms of audiences to be reached, waste fractions to be tackled, behaviours to be changed, amount of waste to be prevented, greenhouse gas reductions... The objectives should be tied to concrete indicators that can later be monitored.

Examples of concrete objectives

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- The French Agency for the Environment (ADEME) provides support to local/regional authorities that commit to reduce the amount of waste produced by 7% in 5 years (global objective)
- the Brussels Capital Region in its fourth waste prevention and management plan sets among its specific objectives to reduce households food waste by 2kg/inhabitant/year by 2013 and by 5kg/inhabitant/year by 2020

ACTIONS for food waste prevention

- The Love Food Hate Waste campaign in North London aimed to increase the **percentage of committed food waste reducers** among households in the area by 10% by March 2010. This would represent a diversion of 5.630 tonnes of food waste for a 12 month period and 9.383 tonnes of food waste after 2 years.
- Through a campaign and competition between schools, the Swedish municipality of Halmstad aimed to decrease food wastage in school canteens hereby reducing the environmental impact of CO₂ emission.

3. Stakeholders: Create a participative process

Involve all stakeholders as soon as possible in order to:

- ensure their support;
- benefit from their expertise (e.g. setting up the plan; defining targets and target groups; assessing / help in the diagnosis phase).

Involve “**internal actors**” to get information (for the territorial analysis), agreement and/or political support and some operational help during the implementation. Among internal actors are:

- Technical staff in charge of waste and resource issues, communication...
- Decision makers & elected officials
- Staff from other related services (environmental, economy, social...)

“**External actors**” are stakeholders who can be target audiences and/or partners. Informing them at an early stage about the waste prevention plan or action will help to get their cooperation when it is implemented. Some of them might also become relays who will pass the message on to their own audience. External actors include:

- National/regional/local public bodies (e.g. national environmental or waste agency...)
- Businesses (e.g. supermarkets, hotels & restaurants, retailers, local shops, big brands...)
- Non-profit organisations and waste prevention "allies" (e.g. second hand shops, master composters elderly associations, scouts...)
- Media and other relays of information (e.g. press)
- Education (e.g. schools...)
- Citizens (in general, kids, elderly people...)

Public consultation processes involving stakeholders prior to the adoption of a policy plan are well established and often legally required. Their involvement will have to be maintained or developed during the **implementation phase** of the plan. Targeted stakeholder involvement is also relevant for individual waste prevention actions.

Involve stakeholders taking into account objectives and resource constraints: their involvement will therefore have to be **prioritised** according to the influence they have on the objective’s achievement (and on their own target audience) and their commitment to cooperate to the objective’s achievement.

Examples of stakeholders

PLAN

- Waste Management Agency

COMPLEMENT!!!

ACTIONS

In the case of **reuse** activities of furniture, books, clothes, toys, electrical equipment etc. stakeholders can include:

- the local/regional reuse centre or network
- jobless people or volunteers who are willing to be trained to repair goods
- the waste management organisation
- citizens/organisations who donate goods to be reused
- citizens/organisations who are interested in buying second hand goods (e.g. students)

4. Select & Implement a set of relevant & efficient actions

One or several concrete waste prevention **actions** should be identified and described for each operational objective of a waste prevention plan. Their number and scale will depend on the priorities set and resources available, but also on the possibility to involve stakeholders and relay actors.

For each identified action the content needs to be defined – for instance by answering a series of questions: Where? When? How? With who? How much? – prior to its implementation.

Actions implemented in other parts of the country or Europe might be interesting to be included in the waste prevention plan. The Pre-waste project has identified over 100 waste prevention cases in Europe and analysed over 50 **good practices** that can be used as inspiration to feed waste prevention plans (<http://www.prewaste.eu/waste-prevention-good-practices.html>). Since their preparation and implementation often strongly depend on local conditions, an analysis of their transferability should be undertaken. Pre-waste partners developed feasibility studies to assess the transferability of some of these good practices (**LINK TO BE ADDED WHEN THE PAGE IS READY**).

Actions should not necessarily be considered individually: some of them might be more strategic than others according to the plan's priorities and some actions might be complementary (e.g. an action to promote home composting and an action to fight against food wastage).

Before an action can be implemented, resources needed over time have to be defined, such as

- **financial resources** (e.g. own working budget, sponsorship, grants,...)
- **human resources** (e.g. internal and external staff, expressed in full time equivalents (FTE), volunteers, trainers, technicians, researchers...)
- **equipment** (depending on the topic or waste stream: e.g. a scale to weigh food waste or reused goods, workshops, a depot, compost bins, reusable tableware & cups,...)
- **communication tools** (e.g. flyers, flags, website, meetings, games, articles, calendars, newsletters, training courses, stands at exhibitions and fairs,...)
- and **the allocation of the above mentioned resources over time** (e.g. continuous, self-sustained at the end of the project, initial investment only, the use of resources will be fairly stable or decreasing,...)

The **implementation** of these actions should fit into a realistic timeframe, even though a balance must be struck between respecting the plan and flexibility. During the implementing phase, building partnerships with stakeholders can be essential, based on the "4 E" (Encourage, Engage, Enable, Exemplify) and on a win-win situation.

During the implementation phase, **communication** about waste prevention actions is essential. Even if some of these actions are communication actions, a global communication strategy will strengthen the plan's implementation and its support by stakeholders and citizens.

Commento [p3]: To be moved in the table below ?

Commento [VCA4R3]: Since this is a paragraph on ACTION, to me it is irrelevant to make a table which makes a difference between plans and actions. So I would leave out the table below.

DRAFT

5. Monitor the plans and actions

Monitoring the waste prevention plan or action is essential **to allow a sound assessment of the plan's or action's progress and efficiency**. Monitoring also helps to provide the plan or action with credibility and hence helps to get support from relevant stakeholders and the public. This step is closely related to all the previous steps and should be envisaged since the initial diagnosis of the situation.

Monitoring is implemented thanks to a series of **indicators** that can be **quantitative** (exact numbers or estimations, e.g. kg of household waste per inhabitant per year generated or avoided, etc.) or **qualitative** (e.g. list of waste prevention practices already implemented in the city or region, etc.).

Commento [VCA5]: this is also "quantitative" in my opinion. willingness to change behaviour, f.i. is a better indicator

The indicators designed for monitoring progress should, as much as possible, be:

- Relevant (to the objective of measuring waste prevention resources, results and impacts)
- Accepted (in particular by targeted stakeholders)
- Credible (the confidence that the users and stakeholders have in the indicator)
- Easy (in terms of quantification and follow-up over time with regard to data availability issues and in terms of communication towards the targeted group)
- Robust (data quality, scope and representativeness)

Pre-waste partners have agreed on a **general framework of waste prevention indicators**, in which three types of indicators: resources have been identified, results and impacts indicators (<http://www.prewaste.eu/monitoring-tool/item/download/513.html>). On the basis of this framework of indicators, a web tool has been developed in order to support public authorities in the development and implementation of their waste prevention monitoring strategy at local or regional level (<http://www.prewaste.eu/monitoring-tool.html>).

Examples of indicators and monitoring strategies

PLAN	ACTIONS
-evaluation comparer aux objectifs nouvelle étape 1	Results -participation (how many events, attendees/participants/ restaurants/schools/ tourists, feedback from the attendees, was the target audience reached, ...) -avoided waste quantities or toxicity -other results (costs for waste disposal are avoided when goods are reused, surveys show that people are not aware about the impact of their behaviour,...)
Monitoring: refer to indicator framework document + webtool données ressources et resultats	Impacts -avoided costs -avoided CO ₂ equivalents -social benefits
- global strategic objective (e.g. amount of waste generated per inhabitant per year)	Continuation over time -pilot action -continuous
-	Difficulties encountered -political, financial, weather related, communication,...
	Monitoring system

Commento [p8]: Mentionner « Ressources » et faire un renvoi

Commento [p6]: L'évaluation ne se situe pas à cette étape, mais à l'étape 1

Commento [p7]: S'applique plus aux actions qu'aux plans

monitoring of financial resources, human resources, equipment, communication tools and the allocation of the above mentioned resources over time

Lessons learnt and recommendations can be formulated in order to facilitate the next steps in case a follow up is foreseen. These can include opportunities and challenges, key factors of success, recommended improvements or adaptations, recommendations for indicators and monitoring.

DRAFT

References:

European legislation framework

Directive 2008/98/EC of the European Parliament and of the Council of 19 November 2008 on waste and repealing certain Directives:

<http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CELEX:32008L0098:EN:NOT>

European Commission guidelines

European Commission “Guidelines on the preparation of food waste prevention programmes”, 2011:

http://ec.europa.eu/environment/waste/prevention/pdf/prevention_guidelines.pdf

European Commission “Guidelines on waste prevention programmes”, 2009

Other waste prevention guidelines

Ademe:

<http://www2.ademe.fr/servlet/KBaseShow?sort=-1&cid=96&m=3&catid=23825>

Scotland (WRAP):

Waste prevention plans from Pre-waste partners

Brussels-Capital Region 4th waste prevention and management plan, 2008:

http://documentation.bruxellesenvironnement.be/documents/PlandechetsFR_2.PDF?langtype=2060

Predif – Waste prevention plan from Ile-de-France Region:

<http://www.ordif.com/repository/257/2579183347/16083495.pdf>

About Pre-waste

Pre-waste is a three-year European project (2010 – 2012) aiming at helping local and regional authorities improve their waste prevention policies, in order to reduce the production of waste and its hazards.

Pre-waste objectives are:

- to define **guidelines** to plan, implement and monitor **waste prevention policies**,
- to select 20 **best examples of actions for waste prevention**,
- to create a **web tool to assess and monitor** the efficiency of waste prevention actions.

The project involves **10 partners** from across Europe, who are committed to put together their expertise in waste prevention and waste management. They are involved, in particular, in the gathering of data and sharing good experiences, the testing of good practices transferability, the organisation of national or regional events on waste prevention, as well as trainings on the best practices and the assessment and monitoring tool.

The Pre-waste partnership is composed of: **Marche Region** – Project Leader (Italy), **ACR+** – Association of Cities and Regions for Recycling and for sustainable Resource management (European network), **ORDIF** – Ile-de-France Region Waste Management Observatory (France), **IBGE** – Brussels Environment (Belgium), Municipality of **Roquetas de Mar** (Spain), Municipality of **Sofia** (Bulgaria), Public Cooperation Department of **Ilfov County** (Romania), Municipality of **Karlskrona** (Sweden), **Tampere Regional Solid Waste Management Ltd** (Finland) and **WasteServ Malta Ltd** (Malta).

The Pre-waste project is co-financed by the European Regional Development Fund and made possible by the INTERREG IVC Programme.

www.prewaste.eu

Annex: Methodology applied to the Transfer of Good Practices

This common methodology for waste prevention planning and actions is based on the experiences from the Pre-waste project. The examples were based on the Best Practices which were identified during the project.

Those are the identified Best Practices, grouped by theme:

FOOD WASTE:

004 Love Food Hate Waste Campaign in North London	United Kingdom
029 Food waste at Schools Halmstad	Sweden
083 Love Food Hate Waste campaign at national level	United Kingdom
086 Menu Dose Certa	Spain

ECOLABEL

043 Ecolabel legambiente, Italy	Italy
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WASTE FREE EVENTS

099 Ban on disposable food and drink containers at events in Munich	Germany
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WASTE REDUCTION IN SCHOOLS

009 Let's do it with Ferda in Estonian schools	Estonia
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REUSE

010 R.U.S.Z - Repair and Service Center	Austria
013 Ecomoebel – Reuse of furniture	Germany
030 Alelyckan Re-use Park	Sweden
038 Reuse Centre L'Alligatore	Italy

COMMUNICATION CAMPAIGN

065 Good waste prevention communication practices in Sofia municipality	Bulgaria
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Commento [p9]: I think that we need to merge the list of good practices and the table, since not all best practices are mentioned here but only the ones used for the feasibility studies (and we should get rid of the numbers).

Commento [VCA10R9]: I agree

WASTE PREVENTION PLAN

103 Brussels waste plan with reduction targets

Belgium

These Best Practices can be downloaded from the Pre-waste website:

<http://www.prewaste.eu/waste-prevention-good-practices/best-practices.html>

(possibly rethink these tables – to make link to common Methodology, or alternatively only extract example in boxes included in text)

	GP chosen	What?	Why?	How?	When?	Progress	Reference
Marche Region:	029: Food waste at Schools Halmstad	Reducing food waste in school restaurants	organic waste reduction is a regional priority	3 parts: territorial analysis, panel selection; scenario(s)	Subcontracted: 05/2012; study completed: 10/2012	In June the subcontractor will be assigned. On the 31 st of October the FS will be finalised. The results will be presented during the Final Conference.	(see PPT)
Ordif	Food Waste: 004 Love Food Hate Waste Campaign in North London, 083 Love Food Hate Waste campaign at national level, 086 Menu Dose Certa, and/or 106 Eurest services.	Food waste reduction: UK communication campaign, assistance for restaurants, private initiative by restaurant chain with measurable results	limited experience, upcoming priority area	Analysis of GP, similar GPs elsewhere, & Ile de France context; recommendations for implementation	Completed in-house by 10/2012	Members of ORDIF have already expressed interest in the results of the study of good practices in waste prevention. ORDIF will therefore possibly organise their own event to present the results.	(see PPT)
Roquetas de Mar	Hotels: 040 Fair Hotel Reducing Packaging Waste, Italy & 043 Ecolabel legambiente, Italy	reducing waste in hotels	lodging Industry is the main local economy besides agriculture. It will help hotels increase their awareness in this field and marketing to get clients.	Planning work with hotel stakeholders; Analysing good practice & comparing local conditions; Defining action to be implemented	Stage 1: Consultancy. Until March 2012. • Stage 2: Implementation. Until June 2012.	The first stage is finalised (120 pages). All information is available in a handbook, a logo was created.	(see PPT)

Municipality of Sofia	103 Brussels waste plan with reduction targets	Waste prevention and management plan	most relevant good practice to the policy and future targets of Sofia Municipality.	Draft & adopt Waste Management Plan, adapted to local context, with quantitative targets, indicators to assess implementation, budget for each action	The draft plan is ready & under discussion in Sofia Municipality. To be adopted by late 2012.	Sofia encountered obstacles to start the implementation: the new Waste Management Act and the Sofia Waste Prevention Plan are not adopted yet.	(see PPT)
Brussels Environment	099 Ban on disposable food and drink containers at events in Munich	Significantly reduce municipal waste generated by the use of disposable food and drink containers (packaging, cups and tableware), by banning their use at events taking place on land or in facilities owned by the city and retail spaces owned by the city.	At first, interested by refillable detergents but costly & niche character. Currently reducing packaging waste at events on voluntary basis, offering free coaching services, and providing service of cup rental (6 cents per cup) An obligation could boost the sector.	consider at least 2 transposition scenarios, propose the content of a legal obligation, identify associated economic, environmental and social impacts; suggest necessary support measures and schedule.	Subcontracted: 01/2012; study completed: 9/2012	In May an interim report was provided by the subcontractor which stated that the legal situation is favourable to organise this initiative. Final results will be presented during the Final Conference.	(see PPT)
PCD of Ilfov County	009 Let's do it with Ferda in Estonian schools	Free course for 5-15-year olds, aimed to raise awareness on waste reduction that can be booked by schools and kindergartens. Supported by the ant mascot Ferda or a glove puppet and educational materials	children are a priority target audience; It's a non-invasive action	public tender	To be subcontracted; study completed: 10/2012	For legal reasons, the terminology « Feasibility study » has to be avoided, and replaced by « action plan ». Budget was approved only two weeks ago (end of May), now the process can continue. Results are expected for the end of October. There will be no public tender for the action plan, only for the implementation of actions in the schools.	(email text)

TRSWM Ltd	029 Food waste at Schools Halmstad	Pupils will be encouraged to diminish the amount of food waste produced in school restaurants. They will get information on food waste and environmental effects of food production. They will be inspired by launching a competition on food waste minimisation.	Food wastage is environmentally & economically important. It is a current priority in Finland. Children are an important target group in communication activities of our company.	Explore material from Halmstad project, Collect Finnish data, Contact schools and choose the potential participants, Plan implementation (communication plan, materials, competition), Find indicators to monitor results	Start February 2012 Mini-pilot autumn 2012	In March the schools were contacted, currently the choice of schools who will participate is being made. The FS will be ready in September. In October-November a mini-pilot will be carried out in elementary schools.	(see PPT)
WasteServ Malta	Reuse: 010 R.U.S.Z - Repair and Service Center, 013 Ecomoebel – Reuse of furniture, 030 Alelyckan Re-use Park and/or 038 Reuse Centre L'Alligatore,	Reuse and upgrading of household equipment, furniture...	Reuse is still an unexploited industry in Malta. Most people still throw away a lot of clothes, furniture, electronic items... The feasibility study will analyze the reuse potential in Malta.	tender in two feasibility studies: 1) on reuse of construction and demolition waste., 2) on reuse of other waste streams	Tender published: 4/2012; Subcontracted: mid-5/2012; study completed: mid-8/2012	The feasibility study has not yet started, it will be done in July.	
Karlskrona	065 Good waste prevention communication practices in Sofia municipality	A general waste prevention information campaign (two other GPs had previously been considered and abandoned 029 Food waste at Schools Halmstad and 030 Alelyckan Re-use Park)	political priority	Draft a communication plan adapted to local context and priorities and implement it	Tender published 3/2012; Drafting: 4-6/2012; Implementation during European Week for Waste Reduction in 11/2012	The tender on waste prevention communication practices is finished. Results are expected for the end of October and will be presented on the Final Conference.	-
ACR+	not applicable						

Example: Tampere poster:

Diagnostic:

State of the art:

- Description of the national food waste and bio-waste quantities produced by households and French SMEs.
- Description of the results of local studies about the content of the mix waste fraction emphasizing the organic one.
- Presentation of the quantities of bio-waste collected by the public services.
- Extraction of relevant conclusions from existing studies concerning food waste production, prevention and the sectors involved. For i.e.: "Study of the quantities of losses and food waste in collective restoration and in activities of direct relation with the consumer", "Studies of the difficulties and potentialities of the charity institutions' activity", "Food offer policy in the Île-de-France region" and others.
- Evaluation of legal constrains for the implementation of the good practice. For example (and notably) the legal obstacles for the implementation of "Food Desk Onlus in Marche" good practice because of restrictive laws in hygiene and sanitary issues.
- Identification of existing practices in food waste production.
- Identification of other local specificities.

Objectives:

- Quantitative objectives:
 - Waste reduction objectives defined by the national policy: The National Plan of waste prevention actions (2004). «Grenelle de l'environnement 1» law (2009) and the «Grenelle de l'environnement 2 » law (2010).
 - Waste reduction objectives defined by the regional policy: "Waste reduction Plan of the Île-de-France region".
- Qualitative objectives:
 - Facilitate the applicability of the GP in favour of the regional waste prevention strategy.

- Guide de stakeholders and target the actions in coherence with the regional priorities
- Ensure the dissemination through an official publication or/and a presentation in an event related to regional waste prevention

Key stakeholders

- Meetings with the regional authority: selection of the most convenient GPs to transfer.
- Meetings with working groups in food waste reduction. State of the art of others partners involved in the implementation of the prevention policy.
- Coordination with the ORDIF's network of stakeholders which includes representative of each key sector: French state, public sector, economic sector and unions.

Preparation:

- Comparison with the local specificities of the territories where the GP were well-developed.
- Identification of the weaknesses of the local context and analysis of the possible solutions to overcome them.
- Meeting with the stakeholders in order to understand their motivations, constraints and difficulties.

Implementation and Monitoring:

The feasibility study will present recommendations for the use of realistic indicators for each phase of the action aiming to perpetuate them (as in the PREWASTE general framework document of indicators, and the information of the webtool presented in Tampere).

The implementation of the action and the monitoring of indicators could be followed by the ORDIF as a contribution to the regional strategy if desired by the regional authority. Both, implementation and monitoring information, when developed, will be made available to stakeholders

Evaluation:

The regional authority will evaluate and guide the actions according to the future regional policies. The practical details regarding this evaluation are not known yet.