



Deliverable D1.1

# Kick-off and partners meeting report

2<sup>nd</sup> August 2023



This project is co-financed by the LIFE Programme 2021-2027 of the European Union for the Environment and Climate Action under the project number 101104443 - LIFE22-PLP-BE-LIFE-ECOSWEEE.



## Document Control Sheet

### PROJECT INFORMATION

Project Number	101104443		
Project Acronym	LIFE22-PLP-BE-LIFE-ECOSWEEE		
Project Full title	LIFE - Enhancing Collection Of Small W/EEE and batteries (LIFE-ECOSWEEE)		
Project Start Date	1 April 2023		
Project Duration	22 months		
Funding Instrument	LIFE2027	Type of Action	LIFE-PJG
Topic	LIFE-2022-PLP-Environment		
Coordinator	WEEE Forum		

### DELIVERABLE INFORMATION

Deliverable No	1.1
Deliverable Title	<b>Kick-off and partners meeting report</b>
Work-Package No	1
Work-Package Title	Project management and coordination
WP-Leader (Name and Short Org. Name)	WEEE Forum
Task No	1.1
Task Title	Coordination
Task Leader (Name and Short Org. Name)	WEEE Forum
Main Author (Name and Short Org. Name)	Sofia Khatib
Other Authors (Name and Short Org. Name)	James Horne
Reviewers (Name and Short Org. Name)	James Horne
Status	Draft <input type="checkbox"/> Final <input checked="" type="checkbox"/>
Deliverable Type	Report <input checked="" type="checkbox"/> Data <input type="checkbox"/> Demonstration <input type="checkbox"/> Other <input type="checkbox"/>
Dissemination Level	Public (PU) <input checked="" type="checkbox"/> Sensitive (SEN) <input checked="" type="checkbox"/> Classified <input type="checkbox"/> PU: Public, fully open SEN: Sensitive, limited under the conditions of the Grant Agreement Classified R-UE/EU-R – EU RESTRICTED under the Commission Decision No2015/444 Classified C-UE/EU-C – EU CONFIDENTIAL under the Commission Decision No2015/444 Classified S-UE/EU-S – EU SECRET under the Commission Decision No2015/444
Date Approved by Coordinator	02/08/2023

## DOCUMENT VERSION HISTORY

Version	Date	Author	Description of Change
1.0	16/05/2023	Sofia Khatib	Original
2.0	29/06/2023	Sofia Khatib	Changes based on James Horne review

## DOCUMENT REVIEW

Reviewer	Date	Reviewer Name (Short Organisation Name)
1.	28/06/2023	James Horne, WEEE Forum

### Legal disclaimer

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## 1. About the LIFE-ECOSWEEE project

### Enhancing Collection Of Small W/EEE and batteries

ECOSWEEE is a project co-funded by the European Union, under the LIFE Project Grants with the aim of practically testing several methods and incentives to increase the collection rate of small WEEE and portable batteries. Every product that is not collected for reuse or de-polluted and recycled represents a wasted opportunity in terms of loss of natural resources and energy, a decreasing supply of (critical and/or valuable) materials to feed into manufacturing, which in turn puts the sector's resilience, the EU economy's autonomy and jobs in jeopardy. Since after twenty years of WEEE rules, Member States (MS) are falling short of reaching the EU minimum collection rate of 65%. The EU is committed to improving the small WEEE collection rate in the frameworks of the European Green Deal.

The project proposes to design and implement 10 new pilots in 8 Member States to test the practicability, achievability, usefulness, and viability of different collection strategies and incentives. Strategies to be tested include deposit return, buyback, and other reward schemes, e.g. donation, postal services, other collection routes, involvement of online retail, financial aspects, and improvement of the collection network. Another 11 ongoing or planned initiatives carried out by producer responsibility organisations (PROs) will also provide direct input to the project. Results of the pilot implementation will be analysed on the basis of pre-established criteria and indicators to measure the impacts and effectiveness (success) of the actions implemented, define potential areas of improvement, and provide recommendations to policymakers at Member States and EU levels.

The primary target users of the project results are PROs and other stakeholders involved in the collection of small WEEE and batteries across the MS, which will have access to the mapping of incentive-driven collection schemes, the good practices identified, and the recommendations developed by the project. Second, the project's results will be targeted at the EC and other EU bodies involved in decision-making and will contribute to the consultation process on the revision of WEEE legislation and the Commission proposal on Batteries Regulation. Finally, EU consumers, who will be directly involved in consultations as well as active participants in the piloting of different take-back solutions, will benefit from the project's results by testing the collection strategies developed in the project and acquiring additional knowledge on the small U/WEEE and portable battery collection.

## Partners

<b>WEEE FORUM</b>	WASTE OF ELECTRICAL AND ELECTRONICAL EQUIPMENT FORUM AISBL - WEEE Forum (Belgium)
<b>UNITAR</b>	UNITED NATIONS INSTITUTE FOR TRAINING AND RESEARCH (Switzerland)
<b>SPI</b>	SOCIEDADE PORTUGUESA DE INOVACAO CONSULTADORIA EMPRESARIAL E FOMENTO DA INOVACAO SA (Portugal)
<b>RAMBOLL</b>	RAMBOLL DEUTSCHLAND GMBH (Deutschland)
<b>ECO</b>	ERION COMPLIANCE ORGANIZATION SCARL (Italy)
<b>ECYCLE</b>	APPLIANCES RECYCLING S.A. (Greece)
<b>ECOTIC</b>	ASOCIAȚIA ECOTIC (Romania)
<b>ELECTRÃO</b>	ELECTRÃO – ASSOCIAÇÃO DE GESTÃO DE RESÍDUOS (Portugal)
<b>GRS Batterien</b>	STIFTUNG GEMEINSAMES RUCKNAHMESYSTEM BATTERIEN (Deutschland)
<b>Stichting OPEN</b>	STICHTING ORGANISATIE PRODUCENTENVERANTWOORDELIJKHEID E-WASTE NEDERLAND (Netherlands)
<b>ZEOS DOO</b>	ZEOS RAVNANJE Z ELEKTRICNO IN ELEKTRONSKO OPREMO DOO (Slovenia)
<b>WEEE Ireland</b>	WASTE ELECTRICAL AND ELECTRONIC EQUIPMANT IRELAND (Ireland)
<b>Ecologic</b>	ECOLOGIC (France)
<b>Ecosystem</b>	ECOSYSTEM (France)
<b>Recupel</b>	RECUPEL AISBL (Belgium)
<b>RENAS AS</b>	RENAS AS (Norway)
<b>Stiftung SENS</b>	SENS Foundation (Switzerland)

## 2. Introduction

During May 2023 the ECOSWEEE project held two significant meetings that formally commenced the project. The first was a meeting of the Core Consortium, comprising WEEE Forum, ECO, Ramboll, SPI and UNITAR, which was over the course of two days in Brussels, Belgium (11<sup>th</sup> – 12<sup>th</sup> May). The second was a meeting of the full Consortium and this took place online (25<sup>th</sup> May). This report provides the notes showing the outcomes and action points for each of the meetings.

### 3. Core Consortium kick-off meeting notes

#### 3.1 Present

See table below. A photograph of in-person attendees is in Section 3.3.3 and a scanned copy of the sign-in sheet is in Section 3.3.4.

Name	Organisation	Day 1	Day 2	Online
Lucía Herreras Martínez	WEEE Forum	x	x	
James Horne	WEEE Forum	x	x	
Magdalena Charytanowicz	WEEE Forum	x		
Filippo Stringa	ERION	x	x	
Rebecca Bliklen	Ramboll	x	x	
Elise Vermeersch	UNITAR	x	x	
Waseem Haider	SPI	x	x	
Douglas Thompson	SPI	x	x	
Sofia Khatib	WEEE Forum	x	x	
Pascal Leroy	WEEE Forum		x	
Dimitris Kritikos	WEEE Forum		x	
Carmen Valache-Altinel	DSS+		x	x
Vittoria Luda	UNITAR	x	x	x
Elena D'Angelo	UNITAR	x	x	x
Federico Magalini	DSS+		x	x
Raquel Almeida	SPI	x	x	x
José Santos	SPI	x	x	x
Paulina Caldarelli	ERION	x		x
Maria Banti	DG Environment		x	

#### 3.2 Agenda

##### Day 1 – Thursday 11th May

12:30: Lunch

13:30	Welcome	WEEE Forum
13:40	Introductions	All
14:00	Project management	James Horne, WEEE Forum
14:20	Governance	James Horne, WEEE Forum
14:40	Reporting – internal & to the EC	SPI
15:00	Advisory Board	Elise Vermeersch, UNITAR
15:15	WP6 Outreach & Stakeholder Engagement	
15:15	Communication & dissemination	SPI

15:30 Break



15:50	Communication & dissemination contd.	SPI
16:05	Stakeholder engagement and stakeholder platforms,	SPI
16:25	Connecting with other networks, platforms & projects,	SPI
16:40	Any other business	

**17:00 Meeting Close****Day 2 – Friday 12th May**

09:00	Meeting Commences	
09:00	Welcome	WEEE Forum
09:05	Background to ECOSWEEE and wider landscape	Pascal Leroy, WEEE Forum
09:20	Discussion	
09:40	Work packages	
09:40	WP2 Background research on good practices, drivers & obstacles in the collection of small U/WEEE and batteries	Elise Vermeersch, UNITAR, Rebecca Bliklen, Ramboll and Filippo Stringa, ERION
10:40	WP3 Design and performance of Pilots	Dimitris Kritikos, WEEE Forum
11:00	Break	
11:20	WP3 Design and performance of Pilots contd.	Dimitris Kritikos, WEEE Forum
12:00	WP4 Impact assessment	Carmen Valache-Altinel, DSS+
13:00	Lunch	
13:45	WP5 Sustainability, replication & exploitation of results	Elise Vermeersch, UNITAR
14:45	Ongoing challenges	WEEE Forum
15:15	Agenda for the consortium meeting on the 25th of May	
15:30	Meeting Close	

**3.3 Meeting note****3.3.1 Actions**

#	Action	Responsible	Deadline
1	Creating a LinkedIn group for ECOSWEEE	SPI	31/5/23
2	Financial guidelines	SPI	30/6/23
3	Internal financial reporting test	SPI	30/6/23
4	Develop AB invitation letter and AB letter of Support Contact possible AB members Finalise AB	UNITAR & WF Partners UNITAR	31/5/23
5	ECOSWEEE website construction and launch	SPI	30/6/23
6	Ramboll Survey circulation	Ramboll	30/6/23

#	Action	Responsible	Deadline
7	List of tables of KPIs that will be put into the pilot will be prepared.	DSS+	30/6/23

### 3.3.2 Notes

#### Day 1 – 11<sup>th</sup> May

##### Welcome – James Horne, WEEE Forum, Coordinator

The ECOSWEEE Core Consortium welcomed the first physical kick-off meeting of the project. Congratulations expressed to the consortium members for the successful proposal and Grant Agreement process. The project has a very tight timetable.

Participants in the meeting introduced themselves.

Materials for communications run through SPI (Douglas Thompson)

##### *Governance*

The frequency of the project management team meetings discussed: monthly meetings decided. The project management team shall comprise the core consortium (WEEE Forum, UNITAR, ERION, SPI, Ramboll and DSS+ in its role as subcontractor). The core consortium agreed that the full consortium meetings can be held less than monthly: full consortium meetings should take place bi-monthly with one hour duration of the meeting.

Setting up the work package divisions in the pilot committee (PC) discussed. Frequency of the meetings planned: monthly meetings at the beginning of the project, and less frequently as the project commences.

The composition and role of the stakeholder platform (SP) discussed: SP belongs to WP6 (outreach and stakeholder engagement). Suggestion made, that it would work as a core group of people who would provide consultation and feedback but not review reports. Question about who the people having access to the stakeholder platform are, and whether they should only receive the final report.

The logistics of the SP discussed: the platform should be used to get views and suggestions of all the relevant stakeholders; SP is for the stakeholders to have a say in the final context of the project. PC, AB and SP's role is to review the final report for approval (WP 5.1).

## Reporting – internal & to the European Commission, Douglas Thompson

Financial Guidelines introduced: a set of administration and financial guidelines that must be implemented by SPI. An internal financial reporting test will be implemented. The purpose of the financial system is to record the lifetime of the project and possible auditing, up until five years after the project.

Moreover, a timesheet for calculating the time used for the project should reconcile the total working time of each person. Time should be reported daily, by WP, and recorded in the LIFE format. Training and early training online sessions should always be recorded and circulated among the full consortium, to enable everyone's attendance. There could be a channel for questions. Beneficiaries are responsible for their own reporting and WP leaders must lead the reporting of activity in their WP.

SPI will provide guidelines for recording and completing financial and administrative information. SPI will provide an overview of how to record time spent on the project and other expenditures.

### *WP meetings*

The WP-specific meetings amount varies depending on the WP scope. The WP meetings should have a 30-30-structure: 30 minutes to update where the project currently is and 30 minutes to answer questions and concerns.

### *Communication dissemination and reporting (reporting to EC)*

There should be an easily fillable spreadsheet available where each partner can update what have they done in terms of communication, dissemination, and reporting. The spreadsheet format would enable easy information sharing to the commission.

### *Project deliverables*

WEEE Forum has access to the sensitive project deliverables such as WEEE cost per tonne and there is a possibility for the rest of the consortium to review the sensitive deliverables. The economic part of the project is sensitive and belongs to T3.2.

## Advisory Board Overview, Elise Vermeersch, UNITAR

The AB should consist of a maximum of ten people who would provide critical advice, guidance, and review, suggest and assist in the dissemination of the project results. The AB should have at least three meetings over the course of the project, one in month two, a second meeting in month seven and the third meeting in month 20. There are currently six support letters received (potential AB members) with four seats available.

A list of potential AB members shared. Other possible members from different sectors suggested by the core consortium partners and UNITAR selected several of them for discussion: Eucobat, RREUSE, Back Market or Wisetek, AMAZON or MediaMark (retail would be good to be presented). If needed, the AB can be composed of more than 10 people to ensure a good representation of relevant stakeholder groups and geographical repartition.

One of the goals of the project is to have more distributors joining the project who could offer their expertise: the next step is to contact the people/organizations who are considered to join the AB and to collect a Letter of Support from each of them. The AB meetings should be held separately from the stakeholder platform.

### *WP6 Outreach & Stakeholder Engagement*

The key objective of the WP6 is to develop the identity of the ECOSWEEE project. The stakeholder communication should start at the beginning of the project. The exploitation is related to WP5 and is focused on the societal, political, and environmental approach of the project.

The SP should be the stakeholder's communication platform where they can communicate with each other in a collaborative way, rather than someone advising people. It is crucial to attract policy makers to the stakeholder platform, but they may not be found on LinkedIn, which is the planned platform for stakeholder engagement. A central objective of the project is to reach at least 150 relevant practitioners at the EU level and the stakeholder platform will be key to achieving this.

The SP must be a clear and trustworthy source of information. The interaction of the stakeholders should include sharing results of the project and creating interest among the participants and stakeholders by finding articles, posting questions (controversial questions maybe) and should be treated as a full-time moderation job 3-4 hours a day.

T6.1. Strategy discussed: visual identity of the project, branding manual, using partners' websites, goals, and monitoring processes. T6.2. Activities discussed: Contacting stakeholders and influencing them to post things on their websites. SPI has already created a logo, PowerPoint template and a Word document template, core consortium happy with the logo. The ECOSWEEE website is currently under construction. Associated partners are currently not mentioned on the website, but it is a question whether they should be there.

The structure and contents of the website discussed: should include at least "About the project", AB, library, link to the platform and links to pilot fact sheet. For the contact page, a simple email address was added to the page instead of a complete contact form which requires more information from the customer who

has questions. A static image map example that could be used in the ECOSWEEE website from Saraswati 2.0 website introduced.

Social media accounts discussed: YouTube and LinkedIn (LinkedIn already kick-started), the goal is to reach 1000 individuals on social media, PROs (Producer Responsibility Organisations) should work as intermediaries to interact with the target audience. Identifying the target audience would determine which social media tools to use.

T6.3 Stakeholder engagement and platform further discussed: the platform to be used should be LinkedIn. Slack was mentioned, but it is a less well-known platform compared to LinkedIn. LinkedIn private group for internal communication and a public company page (already implemented) for open updates to be shared with the public should be created, such as short videos about the pilots, deliverables, and milestones. T6.5. Includes a communication and dissemination report due at the end of the project.

## **Day 2 – 12th May**

### WP4: Impact Assessment, Carmen Valache-Altinel, DSS+

Objectives of the WP4 include identifying which of the pilots are most successful. There are different types of mechanisms in the pilot: WEEE Forum outlines KPIs for the pilot, and in the mechanisms, there are different measures to the pilots. In the project's beginning, a survey will be shared with all participants. The results of different mechanisms will be shared.

A question is raised, what the statistical relevance of the data is. Answer given, that all data is robust and relevant by informing the pilot and data collection. A doubt is expressed on how generalizable the data is.

The template of the pilot description will be presented to the pilot committee on 1st June. A list of tables of KPIs that will be put into the pilot will be prepared.

Technical coordinators of the project (UNITAR, Ramboll and the WEEE Forum) shall have meeting(s) in May to set up the list of KPIs.

A question is raised, whether there are points in the projects that can be circulated in the stakeholder platform while the project is running. It is also clarified that there are already pilots going on that may already be able to provide feedback. If the pilot has good results, it can be repeated. WP4 dependencies with other WPs are identified, and the WP4 is connected to most of the other WPs, WP2 especially, as well as WP3 (about devising the template for data collection), and WP5 (final recommendation is impacting the WP4).

*Timeline*

Tasks of WP4 are taking place next year but some of the tasks that connect with WP2 and WP3 are already starting this year. The primary language of communication should be English, but if needed, the PROs can translate text into their own language. Elise (UNITAR) mentions that in WP5, there will be a booklet that could be translated into languages more easily.

The value of recycling material should be calculated, which is connected to some of the KPIs; the KPIs that should be considered in the impact assessment are identified; the weight, the types and number of units may be needed to measure this KPI.

*Comments*

The scope of the research should be re-evaluated because there is a conflict of how much WEEE is collected and recycled.

WP 5: Sustainability replication, exploitation of project results, Elise Vermeersch, UNITAR

The objective of this WP is to deliver the key conclusion, develop a clear exploitation plan and ensure the sustainability of the project.

A parallel focus could be on the textile sector, this could be considered; ECO has experience in textiles. The impact of the WP5: Help in sharing good practices, boosting stakeholder engagement and cooperation.

WP5 is starting in month 16 and ending in month 22. There are two tasks in this work package. The first task's main goal is to develop the final report of this project which will then be approved by the pilot committee. WP5 includes a stakeholder workshop, a final report and a public report which are the main deliverables.

*Comments*

There is a challenge in attracting enough stakeholders to sign up to the platform which is identified as a concern of WP6.

Two workshops (tasks 2.1. and 2.2) could be merged.

Stakeholder platform, task 6.3, Douglas Thompson, SPI

To attract as many relevant stakeholders as possible we should not restrict invitations to the stakeholder platform. Concrete next step is to establish criteria of who will be invited or accepted to the LinkedIn group,

individual invitations sent, there is a barrier who is accepted or not, anyone can invite people to join the group, but managers need to approve members. The Stakeholder platform report is due in month two. The moderator role is discussed: the group should be kept interesting, and the group members do not have to be members of this project. The LinkedIn page is more for engaging with the public, which is one of the key advantages of using LinkedIn for stakeholder engagement. Moderation should be constant, and the posting from the project should happen at least weekly. WP leaders should think about what kind of information is relevant to share on the LinkedIn group.

#### Enhancing the collection of small WEEE and batteries, Pascal Leroy, WEEE Forum

The societal challenges, events and geopolitics role in the project is explained. It was explained how mobile phones, laptops and tablets the target of the European Green Deal and how these links with the ECOSWEEE project. The timeline of the WEEE Directive review explained: currently in the research phase; the public and targeted consultation has started. The Review will last 14 months; three main groups to be consulted, producers, recyclers, and NGOs/citizen organizations. Consultation will take place in June via online consultations. The impact assessment is planned for publication towards the year 2025.

WP2: Background research on good practices, drivers, and obstacles in the collection of small U/WEEE and batteries.

#### *Objectives*

Large scale objective is to focus on small WEEE and complement current knowledge on take-back schemes and incentives to improve the collection of small WEEE and portable batteries. WP2 started in the beginning of April 2023 and will run until month 7 of the project.

#### Task 2.1 Objectives, Rebecca Bliklen, Ramboll

The objective is to get the best collection practices and identify which challenges they have in implementation. Ramboll is focusing on the collection of the data from surveys; a survey for the WEEE Forum members, as well as other PROs, is being developed and interviews will be carried out: conclusions drawn from the enabling factors. There is already an existing database which is used to select the best practices and already questions that will be in the survey. Question raised; how can a small-scale survey be extended to a larger scale survey?

The survey includes a question on how to deal with re-use of electronics that are being returned, legal aspects, are these collections integrated into the member state or country and how is this set up in the country's EPR (Extended Producer Responsibility) scheme? The survey should cover a minimum of 12

countries. WP2 will try to collect a representative set of collection practices as well as information on the enabling factors for each incentive in order to be aligned with the pilot strategies implemented in WP3.

Dummy-version of the Ramboll survey is presented. It is recommended to check the contact list of the WEEE Directory to extend the survey circulation list. Ramboll is aiming to conduct a survey for both PROs and battery recycling. Next steps will be to review the questionnaire and share it with WP2 and WP4 to check if they have more content to add. Timeline of the survey to be published once approved by the WEEE Forum.

Maria Banti pointed out the importance of describing the specific role and economic responsibility of each actor engaged in the mapped practices as also to collect more information for deposit return strategies. This information could also be included in the deliverables of WP3 (pilot description document).

Idea of a stakeholder workshop: it could include brainstorming on “What would you see as critical to enable a collection system of WEEE?”

#### Task 2.2, Filippo Stringa, ERION

Task 2.2 has already started and will end in month 7. The aim is to hold an organizational workshop, and this might be merged with another workshop in T2.1.

The task's main deliverable is a consumer consultation survey. The survey aims to reach 100-200 consumers in each of at least 6 member states. The countries will be selected from those in which the pilots are operating.

The deliverable is due by the end of October. The method of producing the survey and how to reach the consumers are two matters that will be discussed at the kick-off meeting on the 25th of May and the pilot committee on the first of June in Delft. It is important that the survey questions are formulated as soon as possible as some PROs have ongoing or soon to launch marketing campaigns that could include them. The survey will be shared via the stakeholder platform and re-sharing enabled and encouraged.

#### Task 2.3, Elise Vermeersch, UNITAR

The main objective is to gather and analyze the key results and findings from tasks 2.1 and 2.2. Two deliverables in this task: preliminary feedback and recommendation report and later final feedback and recommendation report.

#### WP3: Design and performance of Pilots, Lucia Herreras Martinez, WEEE Forum



WP3 is about planning, coordinating, and running the pilots in a standardized and comparable way by all PROs. 21 pilots are in the scope of the project (10 new and 11 ongoing) pilots. Overview of the deliverables and milestones include 10 pilot plans (for new pilots), a summary of running and planned campaigns and a summary report of pilot performance and learnings. The main interaction with other WPs includes WP2, 3, 4 and 5.

During the WP3 discussion, an update for 10 pilots was presented alongside a time schedule for each project pilot. Each incentive strategy was shortly discussed, and it was agreed that there will be more specific discussions and analysis during the Pilot Committee meetings.

The contents of the pilot description draft document were presented where the PROs will include all the relevant information before the start, during the performance and after the end of the pilots. The same template document will be used. The definitive version of the document will be circulated to the PROs in the 1st PC in Delft (1st June 2023); before that, the review of the involved partners (UNITAR, DSS) should be completed to be aligned with the requirements of WP2 and WP3.

An interactive exercise practiced, to make the online participation more engaging and to better understand the context of the pilots by providing ideas regarding the learnings they would like to have from the pilots. The results of this exercise, alongside those from any other similar exercise in the future, are included in Section 3.3.5.

Maria Banti stated that there is a relevant postal service campaign running from Recupel that could provide useful feedback for pilots with similar collection strategies. WEEE Forum will contact Recupel to gather information from their pilot.

Finally, to raise the level of knowledge of the pilots and engage specific conversations of each incentive strategy, each participant was asked to briefly present one pilot to the other meeting participants.




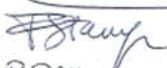
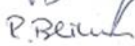


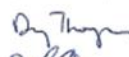
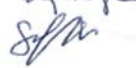
Task 3.1 is about the design of the pilots, creating a detailed plan and roadmap as well as common methodology. Task 3.2 is about the pilot performances.

### 3.3.3 Photograph of day 2 attendees



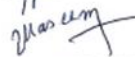








## 3.3.4 Sign-in sheet

Life-ECOSWEEE kick off meeting  
11/05/23  
Brussels

1. Lucia Herreras	WEEE Forum	
2. James Horne	-----	
3. Magdalena Chaytanovic	-----	
4. Filippo Stringa	ERION	
5. Rebecca Blinck	Rambell	
6. Elin Vermaersch	UNITAR	
7. WASEEM HAIDER	SPI	
8. DOUGLAS THOMPSON	SPI	
9. Sofia Khatib	WEEE Forum	

Day 2: 12/5/2023

1. Sofia Khatib	WEEE Forum	
2. Elin Vermaersch	UNITAR	
3. WASEEM HAIDER	SPI	
4. DOUGLAS THOMPSON	SPI	
5. Lucia Herreras Melting	WF	
6. James Horne	WF	
7. Dimitris Kritikos	WF	
8. Pascal Leozey	WEEE Forum	
9. FILIPPO STRINGA	ERION	

## 3.3.5 Results of interactive exercise about learnings from pilots

- Which main conditions need to be assessed.
- Best incentives practices
- Preferred way for citizens to collect WEEE and batteries
- Consumer perspectives (behavioural findings)
- Anything that went well/helped the pilots to be effective
- Can the pilot work in other countries?

- Can the pilot work at national level?
- Are more collection points the solution?
- Replicability factors for successful pilots
- Can we take example of other types of recycling pilots to WEEE recycling pilots?
- How to replicate them
- Some kind of SWOT analysis of each pilots
- Ease of implementation
- How do they manage safety concerns for WEEE and batteries? (breakage, fires)
- Which was the main challenge/difficulty when running the pilot?
- What is the role of the different actors involved in the pilot?
- What pilots are more effective (impact) and which are most cost effective?
- What the consumers thought of the incentive/method used
- How the consumers were engaged
- How the pilots differ depending on the country, what works for whom
- Could the pilot be scaled up to national scale?
- How are different target groups reacting to the pilots?
- Differences/similarities among countries
- Did the pilot reach its objectives?
- What is the max km distance that citizens would be engaged for different types of incentives
- Number of consumers targeted and cost
- How were citizens involved
- Suggestions for improvement suggested by citizens
- In what extent could citizens be engaged for a charity (local compared to national)
- How did you engage with collection points? (retail, municipal ,online etc...)

## 4. Consortium kick-off meeting notes

### 4.1 Present

Name	Organization
Carmen Valache-Altinel	DSS+
Ema Cumpata	ECOTIC
Dragos Calugaru	ECOTIC
Theodora Skiada	ECYCLE
Claudia Caetano	ELECTRAO
Susana Ferreira	ELECTRAO
Filippo Stringa	ERION
Paulina Caldarelli	ERION
René Eijsbouts	OPEN
Rebecca Bliklen	Ramboll
Felicitas Frick	Ramboll
Eyrún Gudjonsdóttir	RENAS
Douglas Thompson	SPI
José Santos	SPI
Raquel Almeida	SPI
Minoo Doost	SPI
Waseem Haider	SPI
Vittoria LUDA	UNITAR
Elena D'ANGELO	UNITAR
Sofia Khatib	WEEE Forum
Pascal Leroy	WEEE Forum
Lucia Herreras	WEEE Forum
James Horne	WEEE Forum
Dimitris Kritikos	WEEE Forum
Laurence Kieran	WEEE Ireland
Alenka Gruden Belavič	ZEOS
Uroš Škapin	ZEOS
Branka Biček Bizant	ZEOS

### 4.2 Agenda

#### 9:00 Meeting Commences

9:00	Welcome	WEEE Forum
9:15	Project overview	James Horne, WEEE Forum
9:35	Governance	James Horne, WEEE Forum
9:45	Advisory Board	Elise Vermeersch, UNITAR
9:55	Quiz	WEEE Forum
10:05	Stakeholders platform	SPI
10:25	Break	

10:35	Connecting with other networks, platforms & projects	SPI
10:50	Mapping of collection practices	Ramboll
11:10	Financial reporting	SPI
11:40	Quiz	
11:50	Break	
12:00	Overview of Pilots	Dimitris Kritikos, WEEE Forum
12:15	LIFE visuals in Pilots	SPI
12:30	Quiz	WEEE Forum
12:40	Impact assessment of pilots	Ramboll
13:05	Next calls/meetings	James Horne, WEEE Forum
13:10	Q&A	
<b>13:30</b>	<b>Meeting Closes</b>	

### 4.3 Meeting Notes

#### 4.3.1 Actions

#	Action	Responsible	Deadline
1	Consortium should invite people to the ECOSWEEE LinkedIn group	All	Ongoing
2	Contact coalition for circular economy in Romania as a platform for the ECOSWEEE project	Ecotic	Before end of June
3	Provide Questions from the consumer consultation survey	Erion	Before end of June
4	Provide template to PROs for the description of pilots	WEEE Forum	1st of June (PC)

#### 4.3.2 Notes

The topics that were discussed in the core consortium kick-off meeting were outlined. Maria Banti was present as a representative of DG Environment, which has an interest in the project.

The importance of ECOSWEEE outcomes in relation to the evaluation of the WEEE Directive was explained and the timeline introduced. Current state: Public and targeted consultation. Impact Assessment due at the end of 2025. After that, there will be a proposal of regulation, which is aimed to come into effect by 2028. Process expected to be timely. Finland, Poland and Portugal were selected as member state focused consultations of the WEEE Directive.

An overview of the whole project was presented by WEEE Forum. The different WP's and their schedules were explained. Deliverables and milestones were explained.

WP1 led by WEEE Forum was presented and all aspects of governance and management of the project. The role of AB was explained.

WP2 led by UNITAR & WP3 led by WEEE Forum: Background research on good practices, drivers, obstacles in the collection of small U/WEEE and batteries. Partners who are involved were outlined: WEEE Forum, UNITAR, Ramboll, Erion, DSS+ and PROs running pilots. Tasks were explained for both WPs as well as deliverables and their deadlines. The agenda of the 1st Pilot Committee that will take place in Delft was presented.

An overview of the pilots was provided: 21 pilots will be implemented, out of which 10 new & 11 ongoing. An explanation was given as the number is in compliance with the description of the pilots in the GA but not with the total sum mentioned in the relevant KPI of the task T3.2 (12 ongoing). WP4 led by UNITAR was outlined: The importance of Pilot KPIs for the Impact assessment report as a deliverable. WP5 led by UNITAR was explained: Sustainability, replication and exploitation of project results. T5.2: a workshop will be delivered, and public, layman style, report produced. WP6 led by SPI was explained: Will include a communication and dissemination strategy regarding how the stakeholders are going to be attracted to the project. LinkedIn page and project website (SPI).

Question was raised: What is the difference between replicability and transferability? In replicability, the same process is replicated in for example different countries, and in transferability, different parts of different pilots may be copied, for example with different types of waste.

Legal documents needed were explained: grant agreement, consortium/partnership agreement. Governance structure was explained: General Assembly every two months, project management team (core consortium) every month and Advisory Board (AB) meeting three times within the project. Core consortium members were outlined: WEEE Forum, Erion, Ramboll, SPI, UNITAR and DSS+. No objections or comments about the team.

The consortium and partners were outlined. The financial issues of the project handled by SPI. A question was raised: How will the communication flow be handled? Via email.

The AB was introduced: 10 representatives from different groups. The role of the AB clarified. Three meetings, and the composition of the AB needs to be completed by the end of this month. The full timeline was shown. The confirmed members of the AB showed: Emaus, Applia, Municipal Waste Europe, CSCP, DigitalEurope, Shift GmbH. Contacted members: Eucobat, RREUSE, Back Market, Amazon and MediaMarkt.

Stakeholder platform: The LinkedIn group structure was explained, and the privacy measures outlined. The importance of daily engagement in the group was stressed: publication should always be approved by the admins of the group.

Question was raised: What can the consortium do to start populating the LinkedIn site to attract the right types of stakeholders? The next steps were explained. Listing the types of participants might be time-consuming, and it is proposed, that this step would be skipped. SPI explained that there will be both a list and direct invitations sent to potential members of the group. Only the right types of people should be contacted. An invitation letter will be provided by SPI in the upcoming days.

The overall communications and dissemination task was addressed: the connection with other networks, platforms and projects. How will the animation of the stakeholder platform be done. It was noted that other platforms to use in the ECOSWEEE project can be taken into consideration. Digital Europe platform suggested. In Romania, there is a coalition for circular economy, which could be an option for the platform. Deutsche Telecom also has an initiative that could be part of this project. Interview from Resource Futures in the UK who are cooperating with Vodafone, which could be linked to mobile phone recycling in the project.

Mapping of the collection practices was discussed: Objectives include an in-depth literature review and there is already an existing database. A survey will be conducted by Ramboll and the deliverable is due in month 6 of the project.

A question was raised: what will the next steps be? There will be a survey circulated to the WEEE Forum members. Also interviews will be designed by mainly the core consortium. This exercise will be introduced in the Operations Committee in Delft.

Consumer Consultation Survey was explained: Objective is to run a consumer consultation to further understand the current consumer behaviour. This activity will be conducted during the summer period and will be prepared by Erion. A question was raised: Is any PRO already preparing the consumer consultations? This will also be addressed in the Pilot Committee in Delft. ECOTIC and Appliances Recycling have already prepared their annual consumer consultation for July, and Erion will provide the questions for the ECOSWEEE survey. The survey and its results should be completed and conducted by the end of October, including at least six member states. The more member states and locations, the better. The number of questions in the survey was asked. Erion estimated approximately 10-15 although it has yet to be finalized.

Financial reporting was discussed. Focus is on the time reporting, and within the next six months, there will be a complex financial reporting tool ready. The guideline was explained. How the employee daily time



reporting and different activities reporting should be handles was explained. The different steps in time reporting explained: personnel costs reported individually, depending on the person's hourly rate. A question was raised whether contractors should also follow the same guidelines: no, the reporting happens directly to the WEEE Forum in the case of the contractors.

EU grants declaration and the periodical reporting was explained. Online system for time reporting mentioned by SPI. The payment timeline explained: First payment in a few weeks, next payment in, approximately, month 14 of the project and the last payment when the project has finished. WEEE Forum distributor of the grant. Subcontractor relationships explained a certain tender process needs to be followed.

A question was raised, whether the timesheets need to be signed by a supervisor? Yes, they need to be signed by a supervisor. Keeping an eye of the budgets needs to be made a priority. A printed version of timesheets for reporting purposes suggested.

Pilots design and performance was discussed: there are two tasks, 12 countries for the pilots and 21 pilots altogether. The timeline for the pilots was explained. The WEEE Forum has done a pilot description design monitoring template that will be circulated in Delft meeting. Another pilot committee should be held also in June. Critical pilot information asked to be sent for continuous pilot reporting. The first deliverable of this project was explained: a template of a detailed plan of the design and performance of the pilots All the members will be asked to complete the first version of the pilot description document; feedback and ideas on what else should be included as required information was asked to the PROs. SPI stresses the importance of the LIFE visuals in the pilots: there are different rules according to the Grant Agreement: both EU emblem and the LIFE logo should always be visible. CINEA rules explained. Social media accounts should be used to create more outreach and visibility.

