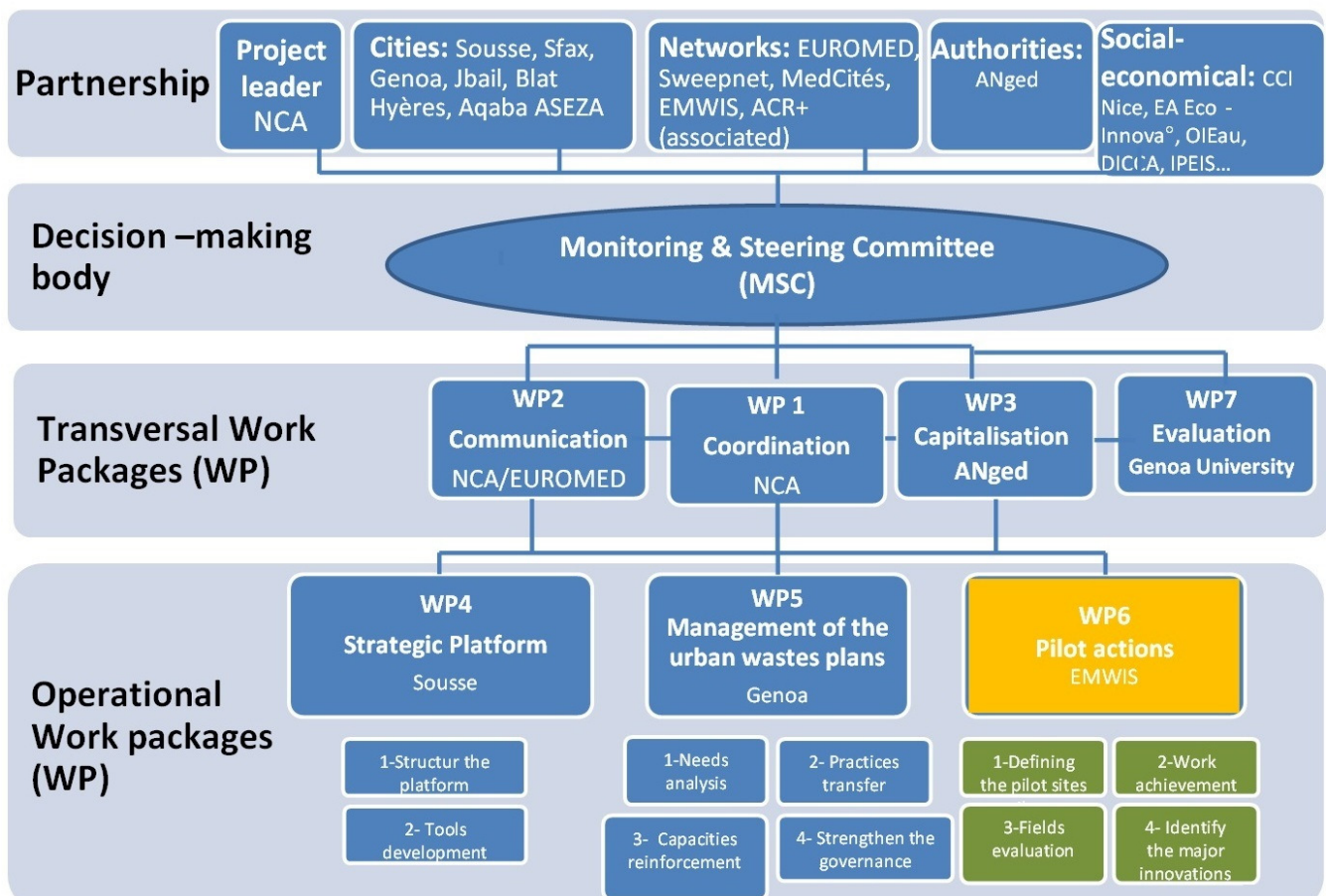


Joint methodological framework for the 13 MED-3R pilot activities

A- Introduction

The objective of the project **MED-3R (Strategic Euro-Mediterranean Platform for Appropriate Waste Management)** is to reinforce the governance and participation of public authorities, industrial, commercial and education sectors, NGOs and the general public, in order to improve the institutional framework for waste management.

Diagram of the Governance of the MED-3R project



13 pilot activities on 7 themes will be set up locally on the project’s 8 territories. The aim is to evaluate their operational efficiency and their ability to adapt to local conditions, as well as to disseminate good practices and carry out awareness-raising and communications operations.

Theme	Theme coordinator	Pilot activity operators	Partners
1: Catering waste	CCINCA	<i>Pilot 1:</i> CCINCA/Métropole NCA <i>Pilot 2:</i> Genoa <i>Pilot 3:</i> Hyères	CRUIE, Pôle EA
2: Organic waste (compost)	IPEIS	<i>Pilot 4:</i> Sousse <i>Pilot 5:</i> Sfax	ANGed, OIEAU, EMWIS
3: Waste sorting	Byblos	<i>Pilot 6:</i> Byblos <i>Pilot 7:</i> Blat <i>Pilot 8:</i> ASEZA	OIEAU, Pôle EA
4: Electric and electronic equipment waste (EEEW)	Métropole NCA	<i>Pilot 9:</i> Métropole NCA	OIEAU, Pôle EA
5: Healthcare waste with risk of infection (HWRI)	Métropole NCA	<i>Pilot 10:</i> Métropole NCA <i>Pilot 11:</i> Hyères	OIEAU, Pôle EA
6: Plastic waste	Genoa	<i>Pilot 12:</i> Genoa	CRUIE, Pôle EA
7: Recycling and processing waste from the islands	Hyères	<i>Pilot 13:</i> Hyères	ANGed

Territory	Pilot activity	Themes
Nice (France)	<i>Pilot 1, Pilot 9, Pilot 10</i>	<i>Catering waste, EEEW and HWRI</i>
Genoa (Italy)	<i>Pilot 2, Pilot 12</i>	<i>Organic waste and plastic waste</i>
Hyères (France)	<i>Pilot 3, Pilot 11, Pilot 13</i>	<i>Catering waste, HWRI and waste from islands</i>
Sousse (Tunisia)	<i>Pilot 4</i>	<i>Organic waste</i>
Sfax (Tunisia)	<i>Pilot 5</i>	<i>Organic waste</i>
Byblos (Lebanon)	<i>Pilot 6</i>	<i>Waste sorting</i>
Blat (Lebanon)	<i>Pilot 7</i>	<i>Waste sorting</i>
ASEZA (Jordan)	<i>Pilot 8</i>	<i>Waste sorting</i>

These pilot activities will focus on demonstrations and disseminating and building practices at Mediterranean and local level (extension to other neighbourhoods or other territories in the country). The continuous assessment of activities and measures to capitalise on results should make it easier to transfer the pilots to other towns or extend them locally. The organized visits will provide an opportunity to raise awareness among public contractors and key stakeholders on managing waste locally and on Mediterranean scale.

B- Objectives of the methodological framework

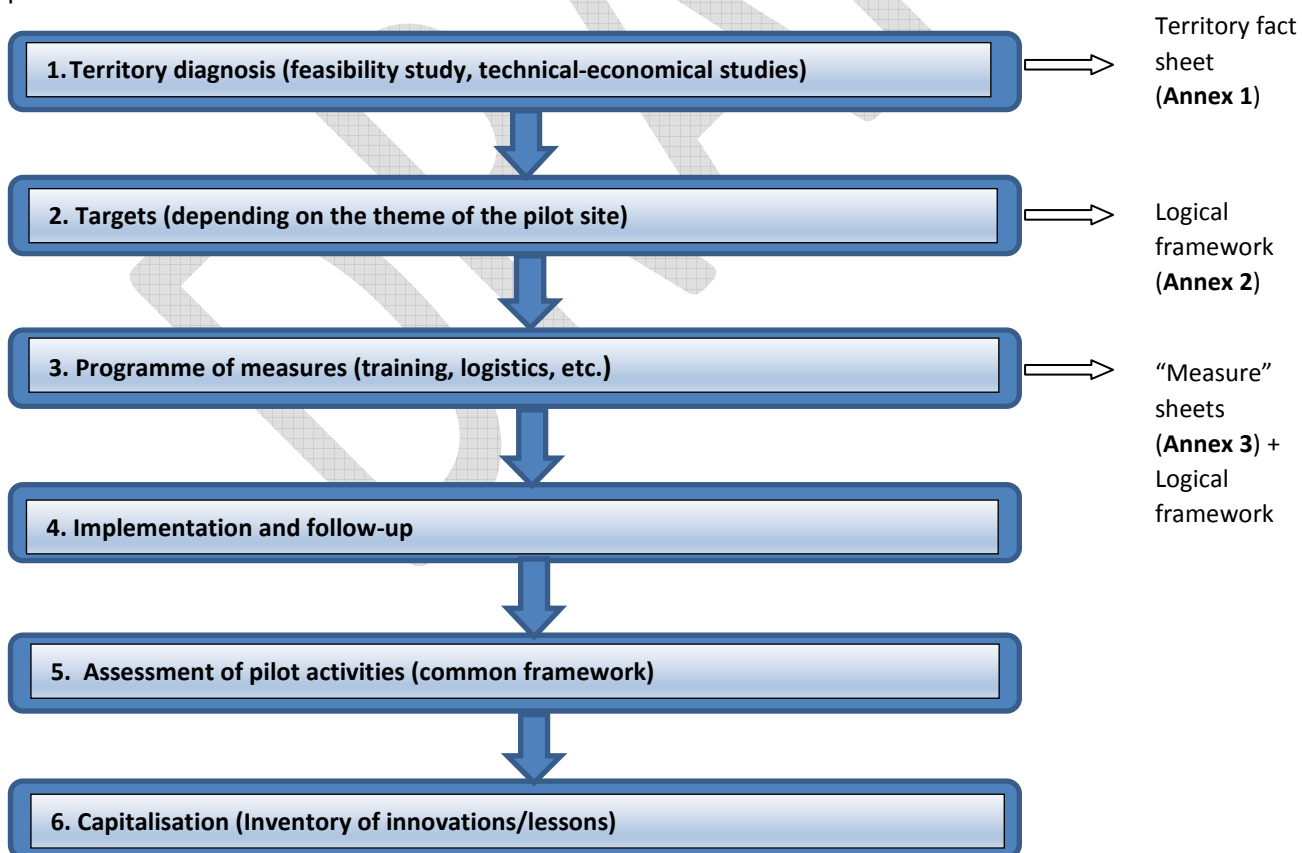
The methodological framework presented in this document aims to provide a guide covering all pilot activities in order to make them easier to accomplish and monitor and make the most of their results. It gives a general base that can be adapted to individual themes.

It comprises the following items:

- **A description of the methodological framework (sections A, B & C)**
- **A set of practical information sheets on the different development phases of the pilot activities. These sheets should be filled in for each pilot activity:**
 - **A territory fact sheet** included in **annex 1** aims to describe local issues based on preliminary studies (feasibility, technico-economic aspects, etc.).
 - **A logical intervention framework** included in **annex 2** should present the objectives of the pilot activity responding to the issue identified, the measures to accomplish them, and a set of follow-up and impact indicators.
 - **A descriptive sheet for each measure to be implemented as part of the pilot activity** included in **annex 3**. These sheets present the measures identified in the logical framework to accomplish these objectives.

C- Suggested approach

The overall approach suggested to the partners responsible for the 13 pilot actions is based on the following phases:



1. Territory diagnosis

This phase corresponds to the preliminary study and could also result from the waste management plan if there is one. It must provide information on the context and local issues. This fact sheet should also include the following items:

- Legal framework (national or European if relevant)
- Institutional framework and governance diagram (organisation chart of waste management stakeholders reflecting both national and local level)
- National strategy and local management plans for waste (targets, transboundary impacts, etc.)
- State of the waste industry on the territory (existing equipment, collection system, origin of waste)
- Identification of training requirements (list of courses required with number of days and people involved)
- Similar existing projects and identification of potential synergy
- Quantitative and qualitative study of waste on the territory concerned (trends, environmental, health and economic issues, etc.)
- Analysis of strengths, weaknesses, opportunities and threats.

The results should be concisely presented on a fact sheet (template provided in **annex 1**).

2. Targets

The targets are set according to the results of the territorial diagnosis depending on the theme of the pilot activity. However, the pilot activities must contribute to the common targets defined for the project, i.e.:

- Reduce HHS¹ by 5% to 10% over 5 years
- Bring down the quantity of waste put in landfill by 50% and 60% over 5 years
- Reduce management costs and increase the rate of waste reclamation (target: 25% by 2015)
- Diminish the production cost of compost by 30% (specific to theme 2)
- Highlight potential transfers of experience for each pilot activity.

During this phase, it is important to define the strategic and operational targets by filling in the **logical intervention framework** provided in **annex 2**. These targets should also make it possible to accomplish results defined for each theme as part of the project:

Themes	Expected results
1	Raise awareness of 5000 caterers, produce self-diagnoses (500 restaurants), set up pilot tour of Nice, Genoa and Hyères: 2150 restaurants impacted, 5000 doggy bags and 100 compost bins distributed (if garden).
2	Integrate organic urban waste in compost: produce 1180T of compost on the two pilot projects and bring down production costs by 30%
3	Set up waste sorting system for 3 types of waste: paper, organic and other (inert). Install automatic plastic bottle banks
4	Double the lifespan of EEEW by reconditioning collected objects (72 tonnes collected, 40 tonnes redistributed, and creation of a re-use zone in partnership with a local NGO)
5	Create an appropriate, efficient, secure collection channel (condition sharp/cutting objects, buy 12 recuperation containers). Awareness-raising campaign.
6	Exhibition/awareness-raising at the waste museum on increasing the lifespan of plastic, in particular through re-use to make useful or artistic objects (5000 visitors)
7	Move towards automatism by developing an organic waste recovery channel taking seasonal aspects into account. Develop a pre-collection unit on the 3 islands (Hyères)

¹ HHS: Household and similar waste

3. Programme of measures

To reach the targets set for each pilot activity, a programme of operational measures should be defined. The table below presents different types of measure and gives examples.

Type of measure	Example of measure to accomplish
Participation / Governance	<ul style="list-style-type: none"> Facilitate participation and exchange with pilot site partners Identify and involve target groups (representative local intermediaries, private and public stakeholders) in the issue of urban waste management as early as possible. This can include setting up different activities (e.g. conferences, public meetings, exhibitions, forums, guided tours, information campaigns)
Training	<ul style="list-style-type: none"> Identify and budget training requirements Identify targets and available communication tools Integrate feedback on previous or current projects
Prevention	<ul style="list-style-type: none"> Develop a policy of extended producer responsibility (EPR) Set up a waste prevention strategy
Collection	<ul style="list-style-type: none"> Collect waste from all homes and production centres (collection density) Ensure collection frequency is adapted to requirements (rhythm, punctuality, continuity) Ensure collection points are clean Anticipate and clean up “phantom dumps” Help inhabitants get rid of cumbersome waste items Optimize waste transportation distances for treatment or recycling
Sorting	<ul style="list-style-type: none"> Sort waste in accordance with suitable uses based on waste categories Separate dangerous waste at source Encourage selective collections for recycling purposes
Recycling and reclaim	<ul style="list-style-type: none"> Reclaim waste as far as technically and economically possible (reclaim: matter, biologically, energy) Limit the use of incineration
Storage	<ul style="list-style-type: none"> Minimize and provide storage for waste that cannot be reclaimed
Follow-up tools	<ul style="list-style-type: none"> Identify and set up indicators for quantifying and accomplishing the various tasks carried out
Communication / awareness-raising	<ul style="list-style-type: none"> Raise awareness among stakeholders related to the pilot activity territory Broadly disseminate results, tools and methodologies developed (detailed list of targets, communication plan) related to WP2 (Communication)

We recommend describing each anticipated measure in a **“measure” sheet** following the template proposed in **annex 3** then transferring the list of measures and corresponding indicators into the logical framework (**annex 2**), corresponding to the anticipated results.

The previous capitalisation² sheets (from feedback on experience), could confirm the definition and choice of measures.

² Previous capitalisation defined in WP3

4. Implementation and follow-up

This involves setting up a programme of measures and following up on its progress using indicators, which will require making studies, purchasing materials and services³ (including training, and possibly agreements with third parties). The programme of measures should be implemented with a constant effort to protect stakeholders and beneficiaries:

- Ensure the health and security of users by reducing nuisances, pollution and risks resulting from collecting, storing and transporting waste to treatment facilities (i.e. noise, odour, pollution, etc.)
- Record and react to complaints
- Practise solidarity and fairness
- Maintain and adapt the state of the heritage

Implementation should be carried out with respect for the legislation in force and with the agreement of all parties concerned. For the works this will involve producing:

- A technical draft project with a location plan
- An environmental impact assessment
- A timetable taking into account validation by all stakeholders, work reception procedures and certification when necessary

The logical framework of intervention (**annex 2**) and the sheet of measures (**annex 3**) can be used for follow-up. We suggest a six-monthly follow-up based on accomplishment of the indicators in the logical framework and the budget paid out for the measures.

5. Assessment

Continual assessment of the pilot activities will help build on results. This will involve identifying the keys to success (e.g. calculating gains made in collecting and reclaiming waste), based on the technical and socio-economic indicators to be drawn up in WP7⁴. Some of these indicators should be cross-cutting and others should be theme-specific, e.g.:

- Proportion of HHS collected for recycling purposes: organic matter, energy recovery, landfill (percentage and t/person)
- Mass of waste per person with annual progress (impact prevention) (t/person)
- Cost of waste management (collection + treatment) (€/t & €/person)
- Cost of compost (€/t; specific to theme 2)

6. Capitalisation

EMWIS shall capitalise on the pilot activities by interpreting the results obtained (based on previously established assessment criteria). To do this, pilot site managers will write up summary sheets describing innovations, factors of application and adaption of techniques and equipment (capitalisation of know-how). This will involve setting out and analyzing the key factors for success and reproduction, and producing a list of innovations. The long-term aim is to make it easier for actors in other countries in the Mediterranean to access and apply the results.

³ Services: with respect for laws relating to managing public works (Act No. 85-704 of 12 July 1985 for France)

⁴ WP7: Evaluation of the project's activities, coordinated by the University of Genoa, Italy

C- Annexes

ANNEX 1: Territory fact sheet for project MED-3R pilot activity

NAME OF PILOT SITE		Map of zone
<i>Surface area</i>		
<i>Population</i>		
<i>Density of population</i>		
<i>Geographic features</i>		
Legal and institutional framework for waste management		
<i>National</i>	<ul style="list-style-type: none"> - National regulations - Organisation chart of national waste management 	
<i>Regional</i>	<ul style="list-style-type: none"> - Local regulations - Organisation chart of local waste management 	
Current waste management strategy		
<i>National</i>	<ul style="list-style-type: none"> - Does a national waste management plan exist? - Transboundary impacts 	
<i>Regional</i>	<ul style="list-style-type: none"> - Does a regional waste management plan exist? 	
Technical state of the waste industry		
<i>Existing equipment</i>	<ul style="list-style-type: none"> - State of equipment - Technology available for recycling, reclaim and storage 	
<i>Collection system</i>	<ul style="list-style-type: none"> - Equipment available for collection - Public collection - Informal collection - Existing selective collection system 	

*Characterisation
of waste on
territory*

HHS⁵	HHS
Total HHS (kT/year)	
Total HHS per person (kg/person)	

Collection rate (%)	

Type of waste	kT	kT/person
Catering		
Organic waste		
Electric and electronic equipment waste (EEEW)		
Healthcare waste with risk of infection (HWRI)		
Plastic waste		
Paper/newspapers/mags		
Cardboard		
Metallic		
Other		

Processing rate	%
% HHS recycled	
% HHS composted	
% HHS reclaimed including incineration with energy recovery	
% HHS stored in landfill	
% biodegradable waste stored in landfill	
% eliminated	

⁵ Household & similar waste

Identification of training (demand/supply)	
<i>Domain in which demand for training is highest</i>	
<i>Domain in which local expertise capacity could allow transfer of experience to other pilot sites</i>	
Identification of existing similar projects	
<i>List of projects</i>	<ul style="list-style-type: none"> - Name of project, manager, link (URL) - Existence of technical information that could be used for MED-3R (supply as an annex)
<i>Identification of potential synergy with these projects</i>	
Additional remarks	

***SOURCES** (sources of data and figures)

ANNEX 2: Logical framework of the pilot activity (*Action sheet*⁶)

Intervention logic	Objectively Identifiable Indicators – OIV	Deadlines
Overall target: - Contribute to reaching MED-3R targets	- Reduce HHS by 5% to 10% over 5 years - Bring down the quantity of waste put in landfill by 50% and 60% over 5 years - increase the rate of waste reclamation (target 25%)	
Specific target: -	In line with themes of each pilot activity⁷ :	
Results:		
1. Characteristics and requirements of each pilot site are identified	-Fact sheets for each territory -Training courses needed have been identified -Potential synergies with other projects have been identified	<u>30/10/2013</u>
..... <i>Measure N</i> <u>(Minimum one priority action to be defined, rapidly achievable)</u>	- <i>OIV linked to Measure N</i>	<u>31/12/2013</u>
.....	-	
..... <i>Measure N+1</i>	- <i>OIV linked to Measure N+1</i>	
X. Innovations and know-how acquired are capitalised	-Key success factors have been identified -Technical capitalisation sheet has been drawn up for each pilot	
Activities:		

⁶ To be filled in at the Follow-up Committee workshops in June 2013 in Nice

⁷ Example: Development of waste sorting in Lebanon and Jordan

<p>1.1 Diagnosis sheet to be filled in for each pilot territory (annex 1 of methodological framework)</p> <p>1.2 Identification of practices and existing problems</p> <p>1.3 Identification of training needs</p> <p>1.4 Capitalisation of existing technical and strategic information</p>	<p>.....</p> <p>.....</p>	
<p><i>..Activity X allowing accomplishment of Measure N.....</i></p> <p>.....</p> <p><i>.. Activity X+1 allowing accomplishment of Measure N..</i></p>	<p>.....</p> <p>.....</p>	
<p>.....</p> <p>.....</p>	<p>.....</p> <p>.....</p>	
<p>X.1 Cross-cutting assessment of pilot activities</p> <p>X.2 Thematic assessment of pilot activities</p> <p>X.3 Write up technical sheets on innovations and key factors for each pilot activity</p>	<p>.....</p> <p>.....</p>	

NOTE: Each partner agrees to fulfil a priority achievement before 31/12/2013, to be defined using the logical framework at the latest during the Follow-up Committee workshops on 12 June 2013.

ANNEX 3**Measure presentation and follow-up sheet**

Measure	X.X																																	
Name of measure																																		
Other measure(s) concerned																																		
Target																																		
Description																																		
Constraints / hypotheses																																		
Theme of measure	<ul style="list-style-type: none"> - Catering waste - Organic waste - Waste sorting - Electric and Electronic Equipment Waste (EEEW) - Healthcare waste with risk of infection (HWRI) - Plastic waste - Recycling and processing of waste from islands 																																	
Type of measure	<ul style="list-style-type: none"> - Participation/Governance - Training - Prevention - Sorting - Recycling and reclaim - Storage - Follow-up tools - Communication/Awareness-raising 																																	
Location																																		
Deadline/Duration	Year 1												Year 2																					
	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J																
	Year 2						Year 3																											
	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D																
Contractor																																		
Budget	Investment <i>X euro before tax</i>								Operation <i>X euro before tax</i>																									
Potential funders	<ul style="list-style-type: none"> - MED-3R project - Other (to be confirmed): 																																	
Expected results																																		
Indicators																																		
Additional remarks																																		