



IMR responses:

Call for Proposals for an Expert Facilitator to deliver CIRCULÉIRE's Thematic Working Group on 'End of Waste, By-products and Waste Licensing Pathfinders'

Last updated: 21/04/22

Question 1: Attendance

1a. Are we correct in assuming that all three meetings and both ideation workshops will exclusively be attended by some or all of the 20 Working Group panel members? Can we assume that for the most part these individuals will be consistent throughout the process?

A: The non-CIRCULEIRE industry members will be encouraged to attend all meetings (with exception of some EPA representatives, who will join Meeting 1, 2 and the Policy Roundtable). While CIRCULEIRE industry members will be encouraged to attend most of the meetings, member feedback from past Working Groups found that this time commitment was too much. We have therefore redesigned the process (based on iteration made to some of the 2021 Working Groups) so that:

- the Seminar recording and Slides will be used to brief industry members (to save the Expert Facilitator time having to go through the fundamentals again)*
- the 1:1 interviews with industry members will similarly be used to strategically engage with CIRCULEIRE members who want to join particular sessions so that we are clear on their learning gaps and objectives related to EoW / By-products.*

1b. What is the expected size and composition of attendees at the network-only policy roundtable?

A: The exact numbers are TBC, but we aim to limit the policy roundtable to circa 30 – 35 participants (i.e. excluding CIRCULEIRE Team) to ensure the conversation runs smoothly. Composition will be CIRCULEIRE industry members, non-industry CIRCULEIRE members (which may include representatives DAFM, local authorities, regional waste management offices, etc.) and key decisionmakers (e.g. EPA).

Question 2. Duration

Based on our understanding of the requirements, and our experience running similar events, we would propose the following durations for each of the scheduled activities. Are these in line with your expectations?

Meeting 1 (Welcome): 1 hour

A: In meeting 1 we aim to:

- Welcome and brief overview of the CIRCULEIRE network for non-members (which I can present, circa 10 – 15 mins),*

- *Introduction to the Expert Facilitator and overview of the TWG and what to expect (circa 10 - 15 mins)*
- *Ice breaker e.g. inviting panel members to briefly share why their interested in the topic / what they'd like to see as an outcome of this TWG, etc. (we estimate this at 2 mins per person, so circa 45-50 mins).*
- *Wrap up – circa 5 mins*

We estimate Meeting 1 at 1.5 hrs

Meeting 2 (Seminar): 2 hours - *Yes*

Ideation Workshop Day 1: Half-day

Ideation Workshop Day 2: Half-day

- A. We ran last year's Ideation Workshops as 3 x half-day virtual sessions and feedback from some of our Expert Facilitators was that they would have liked more time to go into the ideas in greater details and refine them with the participants. In truth, we main aim is to yield quality circular innovation opportunitie and so we are somewhat flexible on the format provided it works for our panel members and the Expert Facilitator is confident they can design the sessions effectively. Depending on Covid-19 guidelines at the time, we may also be able to run the sessions in person at IMR's office in Rathcoole.*

Meeting 3 (Reflections): 1 hour

- A. Based on how we see this meeting working I would suggest leaving this at 1.5 – 2 hrs.*

Network only Meeting (Policy Roundtable): 1.5 hours - *Yes*

Public Webinar: 1.5 hour- *Yes*

Question 3. Scope of Meeting 2 (Seminar)

Included in the Scope of Meeting 2 is 'Steps and tips when preparing a strong EoW or By-product application'? Which application process does this refer to?

- A. We are referring to the formal application process for End-of-Waste and By-products:*
- a. [Preparing an end-of-waste application | Environmental Protection Agency](#)*
 - b. Pages 6 – 7 here: [ByProduct Guidance.pdf \(epa.ie\)](#)*

Question 4. Scope of Meeting 3 (Reflections)

Could you provide some more information on the primary purpose of the third meeting? Is it to present a wrap-up/ summary of the findings from the ideation workshops to individuals who could not attend? Will participants be providing input to the policy brief that is the output for this activity as part of this session?

- A. We envisage this meeting being used to:*
- Summarise key results from the Ideation workshop + invite further input from panel members to work up some of the innovation opportunities identified (for instance, the Expert Facilitator may choose to use this as an opportunity to strengthen / rework some of the less developed ideas)*

- *Expert facilitator to present 2-3 best practice regional examples of EoW and By-product regimes (to brief and prompt discussion with Industry Members ahead of the Policy Roundtable about alternative ways to organise the regulatory regimes to support CE)*
- *Finally, our hope is that the Expert Facilitator will lead a facilitated discussion to field insights from the Industry Members about policy barriers / needs they experience related to EoW and By-products, and inform the policy briefing (so that the recommendations / talking points will be more developed come the Policy Roundtable)*

Question 5: Policy Briefing - Who is the target audience for the policy briefing?

- A.** *The primary target for the policy briefing is our strategic partners at national level (DECC, EPA) but also important ecosystem players within the wider EoW, By-product and Waste Licensing regime (e.g. DAFM, local authorities, regional waste management offices, etc.)*

Question 6. Internal meetings - We see from the application that the Expert Facilitator is expected to attend some internal meetings at key points in the process and that some ad hoc check-in meetings with IMR will also be required ahead of key activities. Would it be possible to get an estimate for the time we should budget for this?

- A.** *We estimate this being circa 1 – 1.5 days in total*

Question 7. Review of content from previous years - To help us better understand the scope, and ensure we are offering fresh material, would it be possible to get copies of outputs from previous years?

- A.** **The links below offer an outline of past previous outputs from last years TWGs. However, please note that the scope for this year's final reports has been simplified and shortened, while the policy briefing will now be shorter standalone document:*

Past TWG reports*

- CIRCULÉIRE (2021) Circular Design TWG Summary Report
<https://wks.circuleire.ie/public/artefact/93d3e036-2d39-4140-8dea-82057a04573e>
- CIRCULÉIRE (2021) Circular Design TWG Synthesis Report
<https://wks.circuleire.ie/public/artefact/143b8005-81d6-459a-be1a-f54a67e63ce7>
- CIRCULÉIRE (2021) Circular Packaging TWG Summary Report
<https://wks.circuleire.ie/public/artefact/2a2816f8-aaa0-488f-9505-400bc3bcc5db>
- CIRCULÉIRE (2021) Circular Packaging TWG Synthesis Report
<https://wks.circuleire.ie/public/artefact/9878e95d-da6b-4096-bc8a-612ee2a2b8a6>

Example of artefacts e.g. Fact Sheets:

- [CIRCULÉIRE \(2021\) Circular Design & Redesign TWG Fact Sheet](#) and [CIRCULÉIRE \(2021\) Circular Packaging TWG Fact Sheet](#)

Question 8. It is anticipated that all meeting and sessions are to be virtual however should the requirement to host in person sessions, would the conference workshop space be facilitated by IMR?

- A.** *We anticipate most meetings being run virtually, however, any in-person meetings or workshops that are organised will be able to avail of the space at IMR's Dublin offices in Rathcoole. This*

should be agreed during internal meeting with IMR to ensure the space is available and to confirm room availability.

Question 9. Does the max 16 week timeline include the august break?

A. The timeline is an indicative timeline – we envisage this working group running between May – September at the latest (Two more 2022 working groups will kick off in June and July). Our aim to have all the Working Groups wrapped up and all final outputs completed by September – October. Shortlisted applicants will be requested to share their availability during a short interview and with dates for meetings being confirmed at the internal kick-off meeting with IMR.

Question 10. How involved are the strategic partners expected to be during the TWG session or is it envisaged that their engagement will be in the later stages of the programme?

A. The strategic partners will be invited to participate in the Working Group sessions, but our focus is on having their input (particularly the EPA's) at Meetings 1, 2 and the Policy Roundtable at a minimum. An internal meeting will also be organised with the EPA and the Expert Facilitator. The aim of this is to ensure alignment and visibility of any activity taking place related to updating the EoW and Byproduct regime, any past work on nationally significant waste streams, and so that any resources that the EPA feels will support the Expert Facilitator will be made available.

Question 11. Do you require a CV for the expert facilitator

A. Sheet two of the Excel Application form include the information needed regarding CVs of Key Team Members. A separate CV document is not required.

Question 12. Will CIRCULEIRE be undertaking the administrative management of the programme – invites, locations, programming, equipment supply, publishing of docs, etc.?

A. The Expert Facilitator will be responsible for sending out calendar invites (full contact list for the working group will be provided by IMR following appointment). A suggested schedule for all meetings will be provided by IMR, which the Expert Facilitator can feed into to ensure the proposed meeting / workshop dates work. A standard report template for CIRCULEIRE's reports and slide decks will be provided to the Expert Facilitator, however it is envisaged that the Expert Facilitator will arrange getting the agreed artefact (e.g. a fact sheet / infographic, to be agreed with input from the panel members) designed by a graphic designer. IMR will be responsible for uploading finalised reports and outputs onto our online portal. Final outputs will be published in digital format only.

Question 13. Will CIRCULEIRE provide workshop attendance support to assist with delivery (administrative rather than technical support)?

A. A representative of the CIRCULEIRE team will attend all meetings / workshops and will be able to offer some facilitation support on the day. The Expert Facilitator is responsible for taking note of attendance and key outcomes during sessions, and circulating slides following the sessions.

Question 14. Are there already a select panel in place from the Circuleire members for the first task or do they need to be recruited?

A. IMR is leading on the recruitment of panel members (both our industry members and external).

Question 15. If so, is the intention to extend this group for the exercises proposed or to use existing panel only?

- A. The public webinar will be open to the public, however the panel member composition is anticipated to be somewhat fixed (although there will be some flexibility for CIRCULEIRE's industry members to join particular sessions if they are unable to attend all).*

Question 16. Is there a preference for online or in person workshops/meetings? Given that our team would be traveling from England/Scotland just checking on logistics items.

- A. Past working groups have been run exclusively online due to the Covid-19 pandemic, so while we welcome proposals for in-person ideation workshops (etc.), this is not a requirement provided the Expert Facilitator is confident they can run the sessions well virtually, while using virtual platforms (e.g. Miro, Sli.do, etc.).*

Question 17. Is there already a list of nationally significant waste streams and potential product outcomes or is the intention for this to be developed from scratch?

- A. Following their appointment, an internal meeting will be organised with IMR and the EPA. This is intended to ensure good alignment with any existing research that has been undertaken on this topic to date, and to avoid duplication. However, it is envisaged that supplementary research will be required by the Expert Facilitator for this task. We would particularly welcome proposals for 5-7 nationally significant waste streams based on the sectors and industries that CIRCULEIRE's industry members operate within: <https://circuleire.ie/wp-content/uploads/2021/11/cropped-our-network-infographic-.png>*