TERMS OF REFERENCE	European Environment Agency

Framework Partnership Agreement concerning the European Topic Centre on Waste and Materials in a Green Economy (ETC/WMGE) 2014-2018

Reference: Open call for proposals EEA/IEA/13/003-ETC Waste and Materials in a Green Economy (ETC/WMGE)

Closing date: 18.09.2013

1. Background information

1.1 The European Environment Agency and the European Environment Information and Observation Network

The European Environment Agency (EEA) is a main source of information of the European Union and its Member States in developing, implementing and evaluating European environment policies. The Agency aims to support sustainable development and to help achieve significant and measurable improvement in Europe's environment through the provision of timely, targeted, relevant and reliable information to policy-making agents and the public.

Established in 1990 and operational in Copenhagen since 1994, the EEA is the hub of the European Environment Information and Observation Network (Eionet) ([1]), a network of around 350 organisations across Europe through which it collects and disseminates environment-related data and information. This information is made available through various report series, briefings and the EEA website ([2]). The European Commission, the European Parliament, national and regional authorities in the member countries, the scientific world and a wide range of non-governmental organisations are among the regular users of the databases and information products.

Institutionally, the EEA is one of the Agencies of the European Union. The functioning of the EEA and Eionet are described in the EEA Regulation ([3]). The Agency, which is open to non-EU countries sharing its objectives, has currently 32 member countries ([4]). These are the 27 EU Member States (28 from 1st of July 2013), Iceland, Liechtenstein, Norway, Switzerland and Turkey.

([1]) http://www.eionet.europa.eu/

([2]) http://www.eea.europa.eu

([3]) (EC) Regulation No. 401/2009 of the European Parliament and of the Council of 23 April 2009 on the EEA and Eionet (codified version, OJ L126 of 21 May 2009, p13, see: http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CELEX:32009R0401:EN:NOT

([4]) The EEA will have 33 member countries when Croatia joins the EU on 1 July 2013.

The EEA and Eionet contribute to the European Shared Environmental Information System (SEIS), a distributed, integrated, web-enabled information system based on a network of public information providers sharing environmental data and information. It builds on existing e-infrastructure, systems and services in the Member States (MS) and EU institutions. One key role is to manage five thematic Environmental Data Centres (Climate change, Air, Water, Land use and Biodiversity).

Part of Eionet are currently six European Topic Centres (ETCs) covering the following topics: 'Air pollution and climate change mitigation', 'Climate change impacts, vulnerability and adaptation', 'Inland, coastal and marine waters', 'Spatial information and analysis', 'Biodiversity', and 'Sustainable consumption and production'.

Having regard to the expiry of the Framework Partnership Agreement (FPA) concerning the ETC Sustainable Consumption and Production (including waste), the EEA launches this call with a view to identifying the consortium which will continue the work in the topic area of waste and materials in a green economy from 1 July 2014 to 31 December 2018 ([5]).

The total annual budget for Specific Agreements (SAs) to be concluded on the basis of the Framework Partnership Agreement (FPA) will be subject to available funds from the General Budget of the EU and priorities set in the EEA Strategy 2014-18, which will be approved by the EEA Management Board later in 2013. Present spending in the area of waste and materials in a green economy is of the order of EUR 1.3 million per year.

1.2 Role of European Topic Centres (ETCs)

ETCs are, according to the EEA regulation ([6]) and in practice, an important instrument supporting the EEA through the execution of sizeable, continuous, well-defined tasks with the involvement of member countries. ETCs support the EEA Environmental Data Centres for the topics air, climate change, water, biodiversity and land use referred to above, and may provide help to EEA in supporting other data centres coordinated by Eurostat and the European Commission's Joint Research Centre (JRC), such as the Eurostat-led data centres on waste and on resource efficiency. Tasks focus inter alia on the processing of data and information from Eionet and international databases for use in indicators and models to describe and analyse the present and future state of the environment, for the production of indicators to communicate the findings to various users, and, for analyses of the effectiveness of policy implementation including progress on meeting future targets and economic efficiency.

ETCs are a part of and support Eionet. Their activities have an important networking component involving experts in the member countries in the harmonisation, quality assessment and exchange of data and/or information, and capacity-building in member countries through country visits and meetings with all Eionet country experts. ETCs are also sparring partners for countries discussing

([5]) This call is subject to the EEA Financial Regulation and its Implementing Rules as determined by the EU's Financial Regulation (EU) No 966/2012 of 25.10.2012 (OJEU L 298/1 of 26.10.2012) and its Rules of application laid down in Commission Delegated Regulation (EU) No 1268/2012 of 29.10.2012 (OJEU L 362/1 of 31.12.2012), in particular their respective Titles VI on Grants (Articles 121-137 FR and 173-210 RAP). It is also subject to the EEA regulation which stipulates in Article 4(5) that 'topic centres shall be designated by the Management Board … for a period not exceeding the duration of each multiannual work programme…Each designation may, however, be renewed'.

([6]) The EEA regulation, see footnote 3, describes in Article 4(4)-(6) European topic Centres and their tasks as part of Eionet.

options for improving national information systems. Networking with member countries also includes their involvement in indicator analysis and assessment. Under the overall leadership of EEA, ETCs are also expected to cooperate amongst themselves on crosscutting projects.

In order to assume this role, ETCs are expected to assemble the best expertise in Europe covering the full geographical area of EEA member countries, to handle data in their areas and analyse environmental data with regard to societal and economic developments relevant to environmental and sectoral policies and achieving sustainable development.

1.3 Agreements

All activities of ETCs are based on Framework Partnership Agreements (FPAs) and Specific Agreements (SAs) concluded to implement the former. Work programmes (mostly annual implementation plans), which form part of the SAs, are decided upon by the EEA and ETCs taking into account the requirements of all parts of Eionet and other EEA stakeholders.

All grants are subject to co-financing by the consortium concerned (minimum 10% of the total eligible costs).

2. Prospects in the areas of waste and materials in a green economy 2014-18

2.1 Policy context

At the EU and national levels, waste and material resource management challenges are integral to environmental strategies, broader resource efficiency policies and the achievement of a green economy in Europe. The EU's 2011 Roadmap to a Resource Efficient Europe ([7]) for example, prioritises using waste as a resource, improving material resource efficiency, achieving sustainable consumption and production, phasing out harmful subsidies, and 'getting the prices right'. It feeds into the EU's Europe 2020 strategy, which promotes sustainable growth via a 'more resource-efficient, greener and more competitive economy.' The European Commission's proposed 7th Environmental Action Programme ([8]) also focuses on these areas in particular via priority objectives 2 and 6 ("to secure investment for environment and climate policy and get the prices right", and "to turn the EU into a resource-efficient, green and competitive low-carbon economy"). It also stresses the need to implement the environmental *acquis* fully, with a specific focus on waste legislation and reducing environmental and health risks from chemicals.

These strategic policies treat waste and materials, including hazardous waste and chemicals, as part of broader resource efficiency and green economy objectives. In this context, efficient use of energy and materials and waste prevention are seen as crucial to maximise returns from scarce resources and to support the security of resource supplies. Accordingly, in some European countries 'waste management strategies' have become embedded in or have evolved into broader resource strategies that address the upstream and downstream dimensions of resource management ([9]).

([7]) http://ec.europa.eu/environment/resource_efficiency/pdf/com2011_571.pdf

([8]) http://ec.europa.eu/environment/newprg/pdf/7EAP_Proposal/en.pdf

([9]) http://www.eea.europa.eu/highlights/publications/resource-efficiency-in-europe

Materials and waste are also being integrated into a broader context in international policies. The OECD has shifted focus from waste to sustainable materials management, while the 2012 Rio+20 UN Conference on Sustainable Development adopted a 10-year framework of programmes on sustainable consumption and production as a cornerstone of the sustainable development agenda, and considers green economy in the context of sustainable development and poverty eradication as one of the important tools to achieve sustainable development. Following market price increases for some resources (including various metals) in the last decade, security of access to resources is likely to remain a global priority and global competition for resources is likely to increase, further highlighting the importance of resource efficiency and waste's value as a resource.

The remainder of this section illustrates the policy context for each work package area: waste management and prevention (work packages 1 and 2); chemicals and waste (work package 3), material resource efficiency (work package 4), and sectoral integration, sustainable consumption, and sustainable products in a green economy (work packages 5 and 6).

Waste management and prevention

The EU Roadmap to a Resource Efficient Europe defines various waste milestones to be achieved by 2020. These include full implementation of waste policies, absolute reduction of waste generation, using waste as a resource, high quality recycling and phasing out landfill. It specifies that the European Commission will review existing waste prevention, re-use, recycling, recovery and landfill diversion targets in 2014, and assess areas where legislation on the various waste streams could be aligned to improve coherence. The proposed 7th EAP confirms these milestones and calls for a move towards a circular economy. On top of that, it adds a specific focus on hazardous waste, use of economic instruments and removing market barriers for recycling.

At the same time, the 2008 Waste Framework Directive reinforces the waste hierarchy, which prioritises preventing, reusing and recycling waste and thereby ensures that waste is increasingly used as a resource. Waste prevention policies are strongly linked to resource use and employing upstream innovations and changes in behaviour to prevent waste generation.

Existing waste-related EU directives contain many targets to be met in the period 2014–2020. Progress towards them varies significantly throughout the EU and the European Commission has therefore chosen waste as a focus area for better implementation and asked EEA to support this objective. Activities commenced in 2012 with a pilot project on implementation of waste policies and are expected to continue for the duration of the ETC-WMGE and beyond.

At the global level, waste has also been on the agenda for a long time, and is expected to be further prioritised as waste output and global competition for material resources continue to increase. At the Rio+20 conference, heads of state committed 'to further reduce, reuse and recycle waste (3Rs), and to increase energy recovery from waste, with a view to managing the majority of global waste in an environmentally sound manner and, where possible, as a resource'. Increased global focus is also expected on issues such as transboundary movements of waste and marine litter. In addition, waste activities are a source of greenhouse gas emissions and efforts to reduce and recycle waste can contribute to climate change mitigation action too.

Chemicals and waste

Waste is an important source of emission of chemicals to the environment. The main European chemicals policy, REACH ([10]) documents the use of chemicals in Europe and, through classification and labelling, includes aspects of environmental and human health risk assessment. Chemicals in the water environment are regulated by the Water Framework Directive and the Environmental Quality Standards Directive, which lists priority substances. The hazardous substances list is continually updated and 'watch lists' serve as a way to monitor and gather information on chemicals not yet regulated by the European legislation. In addition, specific policy initiatives target certain groups of chemicals. For example, the Endocrine Disrupters Strategy is being revised ([11]) and a recent European Commission communication addresses chemical mixtures ([12]).

The proposed 7th EAP addresses chemicals primarily via priority objective 3, which is 'To safeguard EU citizens from environment-related pressures and risks to health and wellbeing'. Also relevant is priority objective 1, which is 'To protect, conserve and enhance the EU's natural capital', because of the impacts chemicals can have on fauna, flora and ecosystem functioning. In addition, the European Commission is developing an Information Platform for Chemical Monitoring (IPCheM) to organize and make available information on chemicals from different monitoring programmes.

In the international context, policy efforts aim to increase coordination and cooperation among the chemical and waste conventions, notably the Basel, Rotterdam and Stockholm Conventions and the Strategic Approach to International Chemicals Management. The Rio+20 Conference reaffirmed the aim to achieve, by 2020, the sound management of chemicals and hazardous waste in ways that minimise significant adverse effects on human health and the environment. The Rio+20 conference document ([13]) particularly addressed the question of chemicals in connection with wastes.

Material resource efficiency

Europe has enjoyed many decades of growth in wealth and wellbeing, based on intensive use of material resources and an unsustainable ecological footprint on the rest of the world. Today it faces the dual challenge of stimulating the growth needed to provide jobs and well-being to its citizens, and of ensuring that the quality of this growth leads to a sustainable future in Europe and worldwide. To tackle these challenges and turn them into opportunities Europe's economy will require a fundamental "green" transformation within a generation across many systems and sectors – water, energy, industry, agriculture, fisheries, food, housing and transport – as well as in economy-wide producer and consumer behaviour. It will also require a strong focus on a circular economy in which waste is increasingly used as a resource. The Europe 2020 Strategy and its flagship initiative on "A Resource Efficient Europe" set the EU on the path to this transformation.

The subsequent EU Roadmap to a Resource Efficient Europe is comprehensive in its coverage of natural resources, economic sectors, social considerations, the spatial dimension, global links, and relations to the already established environmental policies. This especially raises questions about sectoral integration and policy coherence across the many domains to support the most effective

([10]) http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2006:396:0001:0849:EN:PDF

([11]) http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=COM:1999:0706:FIN:EN:PDF

([12]) http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=COM:2012:0252:FIN:EN:PDF

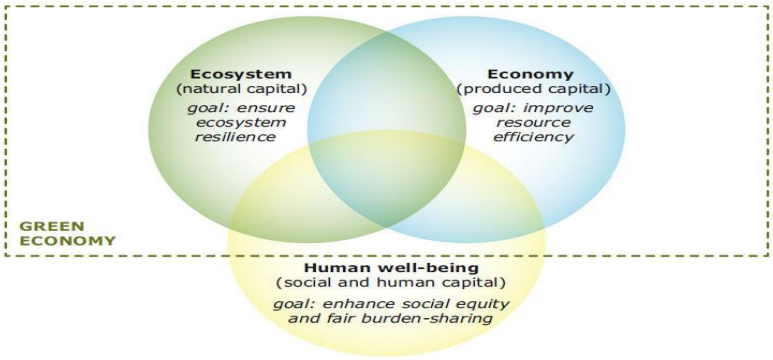
([13]) http://daccess-dds-ny.un.org/doc/UNDOC/GEN/N11/476/10/PDF/N1147610.pdf?OpenElement

pathways to improved resource efficiency. The roadmap also proposes a new pathway to action on resource efficiency, with a process involving all key stakeholders, to make recommendations on indicators and targets by the end of 2013 that can then serve as the basis for continued implementation and improvement from 2014 to 2020. A further objective is to remove barriers that hold back resource efficiency and so create the right set of incentives for production and consumption decisions which will require, inter-alia, addressing markets and prices, taxes and subsidies that do not reflect the real costs of resource use; and encouraging more long-term innovative thinking in business, finance and politics that stimulates breakthroughs in innovation.

Sustainable products, consumption and lifestyles in a green economy

Overall, transforming the economy requires policies that recognise the interdependencies between the economy, wellbeing and natural capital at the heart of the sustainable development challenge and the interplay between the underlying goals of resource efficiency, ecological resilience and social equity (Figure 1).

Figure 1: Green economy in the context of sustainable development



The EEA defines a 'green' economy as one in which policies and innovations enable society to use resources efficiently, enhancing human well-being in an inclusive manner, while maintaining the natural systems that sustain us ([14]). While other definitions exist, they generally focus (like many definitions of sustainable development) on maximising the well-being generated today from our limited resource stocks, while preserving the underlying capital for future generations. The green economy's social dimension and link to poverty eradication was very high on the Rio+20 political agenda in 2012 and follow-up initiatives such as work on sustainable development goals (SDGs) in the UN Ad-hoc Working Group on SDGs.

Incentivising consumers to select more resource-efficient and environmentally sustainable products and services, as well as incentivising innovation on the production side are two priorities for supporting a green economy across the areas of waste management, waste prevention, chemicals and material resource efficiency. The Roadmap and the proposed 7th EAP also emphasise the need

([14]) See EEA (2012), Environmental Indicator Report 2012 Ecosystem resilience and resource efficiency in a green economy in Europe.

for a more coherent framework for sustainable production and consumption, building on the 2008 EU Action Plan on Sustainable Consumption and Production.

As a step towards such goals, the European Commission's recent communication, 'Building the single market for green products'[15], aims to enhance market uptake of 'green' products and services by improving the way that the environmental performance of products and organisations is measured and communicated. Similarly, with the 2011 Eco-innovation Action Plan, the European Commission aims to foster the market uptake of eco-innovative technologies, processes and products. Instruments applied are development of new standards for products, services and processes, demonstration projects and partnerships, and finance and support for SMEs.

Policies towards a green economy also need to address consumption drivers and behaviour. EU policies on sustainable consumption are much less developed than for waste, materials and products, reflecting the complexity of policy design and the multiple, diverse, stakeholder interests in play in this area. The Roadmap to a Resource Efficient Europe as well as the proposed 7th EAP provide frameworks for doing so focused on pricing, product labelling, new business models, and green public procurement (GPP).

2.2 EEA role in support of policy

The EEA is currently in the process of preparing its next multi-annual strategy for the period 2014-2018. It is expected that green economy, resource efficiency, sustainable consumption and products, as well as human health and well-being (covering chemicals) will be major elements of the strategy. Support to the implementation of policies, including waste policies will be another focus area of the new strategy for the 2014-2018 period.

The EEA has the task to support the policies in the areas above through undertaking data analyses, developing indicators, assessing policy effectiveness, using, inter-alia, forward looking analysis, as well as facilitating exchange of information with and between EEA stakeholders, including business and civil society. Taken together, these activities in turn support the EEA's work on integrated assessments, most notably the 5-year state of the environment and outlook reports and the annual indicator reports.

Regular data collection and processing is the task of Eurostat that has the EU lead for the data centres on waste and on resource efficiency. Therefore, ETC support is not needed for regular data collection following reporting obligations. In some cases and where needed for specific data analyses, additional data from countries or other sources might have to be collected – on a voluntary basis for the data providers – to supplement regularly reported data.

For the EEA, analysing and providing information and knowledge related to waste, materials and chemicals, resource efficiency, green economy, consumption and products require:

- integrated analyses across the life-cycle of products and services, as well as across economic sectors, resources and waste streams;

([15]) http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CELEX:52013DC0196:EN:NOT

- knowledge of the potential for new innovations to enable resource efficiency, prevent and better manage waste and reduce environmental impacts of consumption, resource use, waste and chemicals;
- a good understanding of how these different aspects are linked and how related policies interact; and
- understanding of how market-based and other instruments can contribute to bending the trends and shift producers and consumers "upstream" in their actions to reduce environmental impacts.

In all these respects, maintaining collaboration with Eionet as well as with EU partners like DG Environment, DG Sanco, DG Enterprise, DG Taxud, DG Research and Innovation, Eurostat and the JRC and with other stakeholders such as the OECD, UNEP, UNDESA, the World Economic Forum, UN Global Compact, the World Business Council on Sustainable Development (WBCSD) will be paramount.

EEA work related to waste and associated challenges has been supported by the work of ETCs since 1997. The current ETC on Sustainable Consumption and Production (ETC/SCP) covers the period 2009-2013. Prior to that, support was given by the ETC on Resources and Waste Management (ETC/RWM, 2005-2009), ETC Waste and Material Flows (ETC/WMF, 2001-2004) and ETC Waste (ETC/W, 1997-2000).

Type of support needed from ETC/WMGE

Data analyses and indicators. In the area of waste and resource use in a green economy, the EEA provides indicators on a regular basis to track trends and pressures of the economic system on the environment and progress towards policy targets. Indicators are published as stand-alone indicators or in indicator-based assessments and inform policy makers and the public. ETC/WMGE support is required for regular updating and further developing indicators on waste and sustainable consumption and production (SCP), as well as developing new ones or contributing to on-going indicator processes of other organisations, including those on resource efficiency and green economy in the EU. During development of indicators, attention will be needed on the cost and benefits on new indicators. There is a strong need for collaboration and coordination of activities with the EU partner bodies, in particular with the JRC and Eurostat as other important providers of environmental information in the context of data formats, indicator maintenance, their description (metadata), and the development of new ones. The EEA uses integrated economic and environmental accounts methods (e.g. environmentally-extended input-output analyses) as a basis for data analyses for many of its indicators, and ETC/WMGE support is required to draw high-quality analysis and indicators from these accounts and other sources.

Policy effectiveness analysis. Policy analysis is a cornerstone of the EEA's support to the European Commission and the EU Member States on implementation of policies, especially on waste. The EEA for example already provides policy makers at the EU as well as at national levels with analyses about which policy instruments are used in the EEA member countries and their effectiveness in the area of waste, materials and resource efficiency, and green economy. This includes ex-post analysis of countries' performance and ex-ante analysis of their future prospects. This area of work is expected to deepen in coming years in support of waste policy implementation and could be extended to areas like chemicals and product policy. The EEA will rely on the ETC/WMGE to provide

the necessary data, information and methodologies for analyses, support maintenance of European models as appropriate, as well as produce high quality analyses for inclusion in EEA assessments.

Support to integrated assessments. The EEA provides assessments on the situation in Europe regarding waste and materials in a green economy especially through the aforementioned 5-year SOE reports and annual indicator reports. Assessment of the status, progress towards objectives and targets, and outlook on future developments provides the basis for policy making and informs the public about relevant developments, gaps and options for improvement. ETC/WMGE support is needed to provide the basis for these assessments. For example, in a green economy, waste prevention and using waste as a resource require a transformation of how materials are managed in the economy, and different designs of products. New business models around material supply that include resources from waste, cooperation of actors along the whole material chain including waste, and detoxification of materials and waste need to be developed. These concepts thus imply information gathering from novel sources, a strong integration of analysis and assessments on material resources, waste, chemicals, consumption and green economy, and new methodologies to measure and assess progress. The EEA will require technical support and inputs from the ETC/WMGE to bring these issues forward.

Stakeholder relations and processes. In the areas of waste management and prevention, sustainable consumption and production, and resource efficiency, the EEA works closely with Eionet. The EEA facilitates exchange of information and contributes to capacity building in these areas with the network of National Reference Centres (NRCs) and Primary Contact Points (PCPs) via regular Eionet workshops, webinars, the web-based Eionet Forum, newsletters, country visits etc. There may be demands for additional networks on chemicals and on economics to be built up in the period 2014-2018.

In addition, the EEA cooperates closely with the European Commission, the European Parliament, Eurostat, the JRC, and international organisations in these areas and is building up cooperation with selected stakeholders from business and civil society, for example through stakeholder workshops. Policy analysis, indicators, ex-post and ex-ante analysis as well as facilitating the exchange of information in support of the implementation of policies are the main areas of EEA and ETC support. Tasks such as monitoring compliance of the implementation of EU waste law, prosecution of non-compliance etc., lie with the European Commission.

Eurostat is leading the data centres on waste and on resource efficiency, and this work is highly complementary to that of EEA. EEA work programmes are defined taking into account European Commission work, including from JRC and Eurostat, to make sure to avoid overlaps; the ETC will support the EEA in the development of mutually beneficial and complementary approaches.

Information on work by the EEA in the priority areas, including recent publications and indicators, can be found on the EEA website (www.eea.europa.eu/themes) within the respective topics ‘waste’, ‘green economy’, ‘household consumption’ and ‘chemicals’. Related work done by ETC/SCP for the EEA can be found on http://scp.eionet.europa.eu/.

3. Specific tasks of the European Topic Centre on Waste and Materials in a Green Economy (ETC/WMGE)

The ETC/WMGE shall support EEA on work on waste management, waste prevention, chemicals and waste, material resource efficiency, and green economy, sustainable products and consumption in the period 2014-18. This will include providing support to specific tasks including for example those indicated below. The work areas are highly interconnected and thus should be seen as different aspects of the same agenda.

WP 1. Waste management

WP 2. Waste prevention

WP 3. Chemicals and waste

WP 4. Material resource efficiency

WP 5. Sectoral integration and green economy

WP 6. Sustainable consumption and products

WP 7. ETC management, facilitation, cooperation and capacity-building

Activities supporting waste policy implementation are planned to take up around 50% of the ETC/WMGE budget.

Work package 1 - Waste management

As already mentioned, the EEA and current and previous ETCs have continuously worked on waste management, including indicators, assessments, modelling and policy analyses. The recent focus of the European Commission on better implementation of waste policies has reinforced this work, and the policy agenda – implementation of existing waste directives as well as developing new ambitious objectives - requires intensive EEA engagement in this area. Using waste as a resource much more than currently requires a transformation of how materials and products are managed in the economy, including their design for recyclability, re-use, and de-toxification. These concepts go beyond traditional waste management, linking waste to the whole life-cycle of materials and products.

ETC/WMGE shall support the EEA in its work on waste management with a focus on implementation of waste policies and turning waste into a resource in a circular economy. This will include providing support to specific tasks thereby carefully avoiding overlap with activities of other EU institutions, especially the JRC and Eurostat, including for example the following:

Data analyses and indicators

- Update EEA indicators on waste within the EEA's indicator management system, including for use by the EEA in regular indicator and state of the environment reports, using data reported under legislation and other sources as needed.
- Develop and produce new and innovative indicators on waste management, taking into account different stages of the waste hierarchy, linking to resource efficiency and climate change mitigation, and ensuring proper documentation such as indicator specification and methods used

Policy effectiveness analyses

- Undertake and update ex-post analysis of waste policy implementation in EU Member States and other EEA member countries, especially for municipal waste but also for other relevant waste streams such as hazardous waste or waste of electrical and electronic equipment (WEEE), at different stages of the life-cycle including re-use.
- Analyse policy options for changes in waste management away from landfilling towards re-use, recycling and recovery (including energy recovery), and from incineration towards reuse and recycling.
- Analyse the co-benefits of waste policy (in particular re-use, recycling, recovery, reduction of landfilling) in support to climate change mitigation.
- Maintain, further develop and use the European reference model on waste to enable the development of ex-ante scenarios and projections of future waste generation and management, and related environmental and economic impacts, for municipal waste. Support EEA and the European Commission on extension of the model to other waste streams, as appropriate.
- Provide, with EEA, support to member countries with analyses on potentials of the use of policy instruments and combination of instruments in the area of waste management, and inter-linkages between policies on waste and other policies.

Support to integrated assessments

- Support EEA with development of methodologies and sound analysis for assessing trends and progress towards becoming a circular economy, including re-use, high-quality recycling, cascade use of resources, cross-border movements of waste, including the co-benefits for climate change mitigation.
- Undertake analysis of the potentials and implications (economic, employment, environmental, substitution of virgin materials) of further using waste as a resource and for eliminating landfill, with the view of generating high-quality materials from waste, and related implications for product design.
- Provide inputs to regular EEA reporting, including the regular state of the environment and outlook report and the annual indicators report.

Stakeholder relations and processes

- Assist EEA in organising regular Eionet workshops on waste and in liaisons with member countries through country and regional visits, webinars and other channels.
- Assist EEA on participatory processes to exchange experiences, generate innovative ideas, and entrepreneurship to promote sound implementation of waste legislation.
- Support EEA in leading stakeholder processes with Eionet, EU institutions, business, NGOs and the scientific committee on integrated environmental assessments with a particular focus on waste.

Exact outputs and deliverables will be determined annually, based on identified needs and priorities, as outlined in the EEA's Annual Management Plans.

Work package 2 - Waste prevention

The EEA has recently intensified its work on waste prevention, corresponding to the mandate in the Waste Framework Directive for the EEA to review national waste prevention programmes. This work has to be continued, and waste prevention is expected to require substantial conceptual and development work and analysis as well as capacity building and experience sharing on best practices.

ETC/WMGE shall support the EEA in providing information and knowledge on implementation of waste prevention and minimisation in EU Member States and in analysing waste prevention programmes and in other EEA member countries. This will include providing support to specific tasks thereby carefully avoiding overlap with activities of other EU institutions, especially the JRC and Eurostat, for example the following:

Data analyses and indicators

- Identify data needs and develop, with EEA and other EU partners, methodologies and priority indicators on waste prevention.
- Implement, use and maintain priority waste prevention indicators for analysing progress at the EU and national levels towards waste prevention, addressing quantitative and qualitative aspects of waste prevention, and ensuring proper documentation such as indicator specification and methods used.

Policy effectiveness analyses

- Undertake ex-post and ex-ante analyses of national waste prevention programmes (the role of EEA on this is mentioned in the Waste Framework Directive).
- Support EEA member countries, European Commission and the European Parliament in designing waste prevention actions into other relevant policies, for example in the area of products, chemicals, consumer protection, industrial policy and climate change mitigation.
- Use knowledge on consumer behaviour to analyse waste prevention opportunities within sustainable consumption policies.

Support to integrated assessments

- Develop methodologies for assessing waste prevention, covering quantitative prevention of waste as well as qualitative prevention (reducing environmental risks from waste).
- Analyse potential options to prevent waste, including from technical, economic and sociological perspectives and in different economic sectors, thereby addressing relevant waste streams such as food waste, hazardous waste, household waste.
- Provide inputs to regular EEA reporting, including the regular state of the environment and outlook report and the annual indicators report.

Stakeholder relations and processes

- Assist EEA in capacity building efforts as well as sharing of experience on waste prevention measures with Eionet and other stakeholders.
- Maintain an Eionet interactive web platform on waste prevention.

- Support EEA in leading stakeholder processes on integrated environmental assessments with a particular focus on waste prevention.
- Co-lead with the EEA on participatory processes to create innovative ideas and entrepreneurship on waste prevention.

Exact outputs and deliverables will be determined annually, based on identified needs and priorities, as outlined in the EEA's Annual Management Plans.

Work package 3 - Chemicals and waste

As stated in the EEA founding regulation, 'chemical substances, which are hazardous for the environment' are one of the priority work areas for the EEA. Waste generation and their emissions remain a source of chemical pollution in the environment.

Of particular concern are persistent and bio-accumulative compounds, endocrine disrupting chemicals and heavy metals used in consumer goods, and especially electronic equipment, also when products become waste. Many chemicals migrate easily to the environment and can be found in wildlife, ambient air, indoor dust, wastewater and sludge. Possible combined effects of exposure to a mixture of chemicals, even at low exposure levels, especially in vulnerable population groups, are receiving particular attention.

Data for chemicals' occurrence and their fate in the environment, as well as for exposures and associated risks, remain scarce. The EEA work in the area of chemicals will therefore contribute to strengthening the information base on chemicals (both well-established and emerging chemicals) in the environment, in support of the European Commission's initiative to establish an Information Platform For Chemicals (IPCheM).

The EEA efforts in this area will also contribute to the improved quality of the assessments addressing the impacts of chemicals in the environment on humans and other living organisms, as well as to developing effective approaches to reduce those impacts through a range of actions, including the role of innovation, sustainable (green) chemistry development, affecting consumer choices and improved waste management.

Tasks to be delivered will include for example the following:

Data analyses and indicators

- Support mapping of relevant on-going environmental media (air, water, soil) and human (bio)monitoring programs in EU Member States as a contribution to IPCheM;
- Deliver quality assured relevant datasets and metadata for IPCheM compatible with the INSPIRE Directive ([16]).
- Support development and implementation of 3-4 priority indicators on chemicals and waste balanced across the Driving forces-Pressures-State-Impact-Response (DPSIR) framework

Policy effectiveness analyses

- Undertake ex-post analyses of trends and country performance in the area of chemicals and waste with particular emphasis on analysis of EU policies containing quantitative targets.

([16]) http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CELEX:32007L0002:EN:NOT

Support to integrated assessments

- Support EEA on information gathering and assessments in the area of green chemistry.
- Support EEA on the development of an integrated assessment framework in the area of chemicals and the environment with particular focus on chemicals and waste and their impacts on human health and ecosystems

Stakeholder relations and processes

- Support EEA in working with Eionet on chemicals – including activation of NRCs on Chemicals, and support to collaboration with NRC EH;
- Coordinate activities with other ETCs in terms of the chemical data, in particular in the context of the existing databases managed by the EEA, such as AirBase and WISE;
- Act as an interface towards IPCheM with respect to data handling and collection, including developments of methodologies and reporting formats.

Exact outputs and deliverables will be determined annually, based on identified needs and priorities, as outlined in the EEA's Annual Management Plans.

Work package 4 - Material resource efficiency

Over the years, with the assistance from the successive ETCs, the EEA undertook a variety of initiatives concerning use of material resources. This includes the publication of flagship pan-European reports, indicator-based reports, targeted and timely work in support of specific policies, contribution to the design of the Roadmap to a Resource Efficient Europe and related indicator sets, and contributions to the work of the International Resource Panel, including on decoupling and environmental impacts of material resource use.

The ETC/WMGE shall support the framing, planning and implementation of EEA work in the area of use and management of material resources, including efficiency and decoupling.

Please note that resources such as energy, water and ecosystems are covered through other ETCs and EEA activities and are therefore not included within the scope of this ETC. On the other hand, due to their importance across the stages of extraction, production, consumption and disposal of materials, as well as their impact on human health, three sectors are of particular interest for this work package: agriculture, the food industry and chemicals.

Tasks to be delivered will include for example the following:

Data analyses and indicators

- Continue work to date on environmentally-extended input-output analysis, including updating and expanding the data sets, further analytical work in support of key policy needs, and maintaining the upcoming e-platform.
- Contribute to work on indicators and targets for resource efficiency, decoupling and materials flows, including indicators on resource use and efficiency that can be derived from environmental accounting methods.

Policy effectiveness analyses

- Undertake ex-post and ex-ante analysis of effectiveness of policies and instruments for resource efficiency and use of material resources, including how they can be used to manage demand for resources and reduce environmental impacts.
- Undertake analysis of sectoral policies and their implications, effects and limitations in agriculture, the food industry, and the chemicals sector.

Support to integrated assessments

- Assess the current situation and trends in the use of material resources and decoupling in EEA member countries. This would be based both on the standard material flow accounting statistics produced by Eurostat, as well as other relevant data, indicators, and analytical approaches.
- Examine the implications of growing international trade in material resources, including for dependence on imports, ensuring security of supply, transboundary burden shifting and global environmental footprints of Europe.
- Analyse patterns of use of material resources and the efficiency/productivity of their use from both the domestic (territory-based) production perspective and global (consumption-based) perspectives, based on environmentally-extended input output analysis.
- Contribute to regular EEA reports (e.g. State of the environment and outlook reports, annual indicator-based reports, etc.) as well as one-off EEA publications on the use of material resources, decoupling and resource efficiency.

Stakeholder relations and processes

- Support to EEA member and cooperating countries in their work on policies for resource efficiency and use of material resources (e.g. through workshops, seminars, webinars or other ad-hoc support)
- Support to EEA participation in international and global processes and inter-institutional cooperation on material flows, resource use and resource efficiency

Exact outputs and deliverables will be determined annually, based on identified needs and priorities, as outlined in the EEA's Annual Management Plans.

Work package 5 – Sectoral integration and green economy

ETC/WMGE shall support the EEA in its efforts and partnerships to develop and use data, models and indicators to assess the role of environmental policies in supporting progress towards a green economy. This will be done from a macro-economic perspective covering all economic sectors. In addition, some key sectors like agriculture, chemicals, construction, food, textiles and waste industries; finance and other service sectors might be addressed more specifically. The ETC/WMGE shall also support EEA in analysing developments related to the use of economic instruments as one of the enabling conditions for the transition to a green economy as well as using economic methodologies to analyse past developments and future trends with respect to environmental policies and sectoral activities. This will include providing support to specific tasks, including for example the following:

Data analyses and indicators

- Support EEA on the development and implementation of indicators of environmental/sectoral progress towards a green economy, according to the requirements of the EEA's indicator management system as needed, for use in regular EEA indicator and 5-year state of the environment reports
- Compile information and indicators on green economy from Member States as well as follow-up on developments of green economy indicators by other institutions (UNEP, OECD, Eurostat, etc.)
- Contribute to the further development and revision/update of the OECD/EEA database on economic instruments used for environmental policy and natural resource management.

Policy effectiveness analyses

- Support EEA on analysis of economic instruments for environmental/sectoral policies including policy approaches for reforming environmentally harmful subsidies across key economic sectors.
- Undertake analysis of progress made through existing environmental and sectoral policies in support of the transition to a green economy (i.e. gap-to-target analysis, changes of the structure of an economy etc.) using economic analytical tools like input-output analysis.

Support to integrated assessments

- Support EEA in producing integrated assessments in the area of green economy, including analysing to what extent different policies and measures are coherent across sectors and environmental concerns.
- Contribute to regular EEA reports (for example: state of the environment and outlook reports, annual indicator reports etc.) as well as other relevant EEA publications.

Stakeholder relations and processes

- Support EEA member countries in their work on policies for green economy and the use of economic instruments (e.g. through workshops, conferences, seminars etc.)
- Support EEA on the establishment of closer relations with member countries in green economy, possibly through future NRCs on economics.
- Support EEA on participation in international and global processes and inter-institutional cooperation (UNEP, OECD etc.) on green economy and the application of economic instruments for environmental policy.

Exact outputs and deliverables will be determined annually, based on identified needs and priorities, as outlined in the EEA's Annual Management Plans.

Work package 6 - Sustainable consumption and products

Over the past 5-10 years, the EEA has continuously built up knowledge and networks on sustainable consumption and production with support of the current and previous ETCs. Main achievements

were the publication of a number of integrated assessments on sustainable consumption and production (SCP), the development of SCP indicators, the establishment of the Eionet NRC group on SCP and the collaboration with business on business models for sustainable consumption.

ETC/WMGE shall support the EEA in its effort to analyse consumption patterns and impacts on the environment, the role of consumption behaviour and lifestyles, policies on sustainable consumption, product policies and the roles of business and civil society in product innovation and social innovation. This will include providing support to specific tasks, including for example the following:

Data analyses and indicators

- Support further development of EEA indicators on SCP, according to the requirements of the EEA's indicator management system as needed, including for use by the EEA in regular indicator and state of the environment reports.
- Support efforts by the EEA, Eurostat, the JRC and the UN to develop and use indicators on SCP, including from life-cycle and behavioural perspectives.
- Support the EEA in gathering and assessing data for SCP indicators from non-traditional sources, including from the private sector, academia and non-governmental organisations.
- Work with the EEA on supporting the European Commission in the development of indicators and targets for the reduction of the overall impact of consumption

Policy effectiveness analyses

- Work with the EEA on supporting the European Commission and the EEA member countries in the development and analysis of policies on sustainable consumption.
- Work with the EEA on supporting the European Commission and the EEA member countries in the analysis of policies on sustainable products.

Support to integrated assessments

- Provide information and analysis on and assess trends in consumption patterns and lifestyles in Europe and related pressures on the environment in Europe and beyond, with a special focus on high-impact consumption areas such as food, housing (including electronic goods), mobility and clothing using input-output analysis, life-cycle analysis and other tools.
- Prepare inputs and contributions on sustainable consumption, behaviour and products as well as transition processes as required by the EEA to the regular EEA state of the environment and outlook reports and other EEA reports.
- Provide analysis on the role, potential and impacts of new business models, innovation and entrepreneurship in support of the transition to sustainable products and consumption.

Stakeholder relations and processes

- Support EEA member countries in their work on policies in the area of sustainable consumption, behaviour and product and social innovation (e.g. through regular Eionet workshops, conferences, webinars, country and regional visits, web-based platforms etc.)
- Support EEA participation in international and global processes and inter-institutional cooperation (UNEP, OECD etc.) on sustainable consumption, behaviour and innovation,

especially on the implementation of the UN 10-Year Framework of Programmes on SCP and the development of sustainable development goals.
- Support EEA in working with business and civil society on sustainable consumption and sustainable business models, e.g. through workshops and dialogue with business.

Exact outputs and deliverables will be determined annually, based on identified needs and priorities, as outlined in the EEA's Annual Management Plans.

Work package 7 - ETC management, facilitation, cooperation and capacity-building

In addition to work under the work packages identified above, ETC/WMGE shall also manage its responsibilities in an effective and timely manner and assists the EEA in knowledge sharing, capacity building, external cooperation and communication with stakeholders as needed. Concrete tasks shall include:

Management

- Establish a clear, transparent and effective ETC management mechanism to ensure effective involvement of the relevant ETC partner organisations as required by the EEA and to ensure high quality and timely deliverables;
- Produce in close cooperation with the EEA an annual ETC Implementation Plan that is in line with the yearly EEA Annual Management Plan and ensure that high quality key and other deliverables are delivered as specified in the implementation plan.
- Ensure delivery of timely and high quality products, which are thoroughly language edited by professional editors before submitted to the EEA.
- Ensure an effective and smooth transition period from the current ETC/SCP to the new ETC/WMGE.

Facilitation

- Organise, prepare and document with the EEA meetings and workshops using advanced participatory methods to ensure active participation and ownership of the process by the participants.
- Facilitate meetings and workshops with the EEA in a participatory manner to ensure ownership, buy-in and satisfying results for participants.
- Use innovative techniques such a graphic illustrations and web-based and social platforms to make available results of meetings and workshops.

Cooperation

- Assist EEA in working closely with EEA member countries on a regular basis, including organising and facilitating Eionet workshops and other conferences and meetings as appropriate.
- Assist EEA in working closely with representatives of EU institutions (including the European Commission and the European Parliament), other international organisations (including UNEP and OECD) private companies (including their organisations), cities and regions, and civil society (including the scientific community and NGOs).

- Ensure continuous dialogues, joint activities and cooperation with other ETCs, in particular the ETC/ACM on Air Pollution and Climate Change Mitigation regarding the links between waste/resource efficiency and climate change mitigation.
- Participate in meetings, conferences, workshops etc. as requested by EEA.

Capacity-building, knowledge sharing and communication

- Assist EEA in capacity building in member countries.
- Assist EEA in raising public awareness on waste, material use and resource efficiency, green economy, chemicals and waste and sustainable consumption.
- Assist EEA in communicating the outcomes of work in the area.
- Assist EEA in reporting regularly to NFP/Eionet on the results and progress made in the work done by the EEA and ETC/WMGE in this area.
- Assist EEA in using web-based, multimedia and social platforms (including the Eionet Forum on SCP including resource use, Webinars, Facebook, Twitter) at the ETC and the EEA to provide wide and easy access to available information.

Exact outputs and deliverables will be determined annually, based on identified needs and priorities, as outlined in the EEA's Annual Management Plans.

4. General guidance on the expertise and organisation of the European Topic Centre on Waste and Materials in a Green Economy

The present and earlier ETCs are consortia of government organisations, private non-profit organisations and commercial firms. Based upon EEA experience some general guidance can be given for a successful consortium.

4.1 The structure of the ETC consortium

The ETC consortium shall comprise one coordinating organisation and several partners. The following points have to be considered when establishing the consortium:

- As it can be difficult to manage many small partners (e.g. with contracts of less than EUR 50 000 per year) in a consortium, fewer partners can facilitate management. However, this has to be balanced against the need to cover the required field of expertise and to ensure good geographical coverage across Europe.
- It is important that team leads are from organisations which either have experience from participating in Eionet or from working closely with and supporting EU Institutions and that their organisations are actively engaged in the implementation in the policy area. Other requirements are:
  - coordinator (ETC manager), having appropriate management and networking capabilities.
  - administrative support, able to work fluently in English and organise European meetings and consultations.
  - accounting support, in order to ensure proper financial management.
- The consortium as a whole needs to cover the main work areas with the expertise listed under 4.2, but also to have excellent links to wider European expertise. This is particularly

important where specific skills are needed, e.g. for certain methodologies, modelling or for wider sector integration etc.

- The ETC needs to be structured in a way to ensure the necessary flexibility to be able to adapt to changing needs and to be able to provide experts for specific projects.
- It should also have the capability to network and communicate with countries and also with relevant Commission and/or other international policy and scientific working groups and conferences.

4.2 Technical and scientific expertise

The consortium is expected to have excellent technical and scientific expertise to be able to fulfil all the tasks in the work packages mentioned in Section 3.

Advanced technical and scientific knowledge and expertise will be needed in the following areas to ensure high quality in all deliverables from ETC/WMGE to the EEA:

Work package 1 - Waste management

- In-depth understanding of the EU waste policy *acquis* and waste policies in member countries (from a legal, economic and technical perspective).
- Good understanding of policies on specific waste streams, especially municipal waste, and others such as hazardous waste, WEEE in EEA member countries.
- Sound knowledge of waste policy tools, for example regulatory and administrative, technological, information-based and economic tools, including externalities and environmental fiscal reform related to waste.
- Knowledge of and experience with analysing national waste management plans across Europe.
- Proven abilities to analyse trends and distance to target and to use other assessment tools.
- Sound knowledge in conceptual development of indicators, maintaining and updating indicators on waste management (including production of supporting documentation – databases, fact sheets and metadata sheets).
- Experience in waste modelling, in particular related to waste generation and management and their environmental and economic impacts, scenario building and projections, including those used by the European Commission and the EEA.
- Good understanding of concepts such as the waste hierarchy, 3R (reduce, reuse, recycle), the circular economy, the life-cycle perspectives on waste, and the links between waste and product design, material use, consumption behaviour, etc.
- Experience in using the methods and tools for ex-post policy effectiveness evaluations.
- Sound technical knowledge on generation and management of the most relevant specific waste streams (e.g. municipal waste, hazardous waste, WEEE etc.), and their environmental pressures and impacts.
- Good understanding of trans-boundary movements of waste, covering both legal and illegal movements.
- Good awareness of innovation and entrepreneurship in the field of waste management.
- Capability to facilitate exchange of information and sharing of good practice on waste management for Eionet.

- Ability to facilitate participatory processes in the area of waste management including documentation of results

Work package 2 - Waste prevention

- In-depth understanding of the EU and national waste prevention policies.
- Demonstrated practical experience on waste prevention issues at national, regional and local levels.
- Experience with ex-post and ex-ante analyses of aspects of waste prevention.
- Sound knowledge in conceptual development of indicators, maintaining and updating indicators on waste prevention (including production of supporting documentation – databases, fact sheets and metadata sheets).
- Demonstrated experience in facilitating capacity building exercises on waste prevention and in providing support to the stakeholder networks in best practice experience sharing.
- Experience with maintaining and updating interactive web platforms.
- Good awareness on innovation and entrepreneurship in the field of waste prevention.
- Good understanding of the driving factors, including from sociology, technology and economy behind generation of waste.
- Ability to facilitate participatory processes in the area of waste prevention including documentation of results.

Work package 3 - Chemicals and waste

- Proven capacities in data handling and processing; in developing and maintaining databases, including metadata component (INSPIRE compliant).
- A good overview of potential sources of data and information about chemicals in the environment – relevant institutions, research activities, international programs, etc.
- An in-depth understanding of different types of data on chemicals generated through environmental and human monitoring systems/activities.
- Experiences in environmental chemistry, including environmental and human monitoring activities.
- A thorough overview of the European and international policy frameworks relevant to chemicals.
- Knowledge of the principles of assessing impacts of chemicals on the environment and humans.
- Knowledge of developments in the field of green chemistry
- Ability to facilitate participatory processes in the area of chemicals and waste including documentation of results.

Work package 4 – Material resource efficiency

- Understanding of material flow data production and processing, and proven ability to complement the analysis based on material flow accounting data produced by Eurostat with additional sources, indicators and datasets.

- Experience in analysis of implications of growing international trade in material resources, including dependence on imports, security of supply, burden shifting and global footprint, and other as relevant.
- Demonstrated knowledge of and experience with environmentally-extended input/output accounts and with national economic account systems, and their use for analysis in support of policies.
- Experience with analysis of inter-linkages between resource efficiency, materials flows and waste reuse and recycling (i.e. circular economy).
- In-depth understanding of various policies, approaches and initiatives taken nationally and internationally, to address the use and management of material resources, resource efficiency and decoupling.
- Knowledge and experience in analysis of sectoral policies in agriculture, food, and chemicals.
- Understanding of current state of science in the area of environmental impacts from the extraction, production and consumption of material resources.
- Good awareness of current research and foresight of new trends and needs in the field of use and management of material resources, resource efficiency and decoupling outside of Europe (nationally and internationally).
- Ability to facilitate participatory processes in the area of materials and resource efficiency including documentation of results.

Work package 5 – Sectoral integration and green economy

- Economics with a focus on economic instruments, externalities and environmental fiscal reform related to environmental domains and economic sectors in the context of green economy.
- A good knowledge of the theory and also application of economic instruments in environmental policy making and of environmental fiscal reforms.
- Experiences in environmental, economic and social policy analysis related to green economy.
- A good understanding of economics including knowledge of econometrics and ecological economics.
- A good knowledge and understanding of the overall green economy/green growth frameworks used by international organisations (UNEP, OECD, etc.) as well as national approaches.
- A good understanding of policy approaches and indicators used internationally and nationally addressing green policy.
- A good knowledge and practical experience with environmentally-extended input-output analytical framework and their application for analysis and policy support, such as structural decomposition analysis, and in addition other economic/econometrics and accounting tools where applicable, including ecosystem accounting.
- A sound understanding of the linkage between product innovation and green economy and good knowledge related to on-going research on innovation.
- Ability to plan, organise and facilitate participatory processes in the area of sectoral integration and green economy including documentation of results.

Work package 6 - Sustainable consumption and products

- Sound knowledge of policies on sustainable consumption and products at EU, national as well as international levels.
- In-depth understanding of the development and use of indicators as an assessment tool in the area of sustainable consumption, behaviour and products.
- Profound analytical skills regarding consumption trends and environmental impacts, including environmental footprints, input-output analysis, life-cycle analyses.
- Profound understanding of life-cycle thinking and perspectives.
- Good knowledge of factors and policies influencing consumption behaviour.
- Good understanding of innovation processes within business and with business models and entrepreneurship for sustainable consumption.
- Good understanding of availability, possibilities and limitations of data from business and citizen science.
- Capability to facilitate exchange of information and sharing of good practice on sustainable consumption, behaviour and products for Eionet.
- Ability to plan, organise and facilitate participatory processes in the area of consumption, behaviour and products including documentation of results.

Work package 7 - ETC management, facilitation, cooperation and capacity-building

- Excellent management skills, including from a systems perspective that effectively provides a collaborative bridge between all ETC partners and the EEA, as well as between EEA staff and ETC staff.
- Proven ability to manage a consortium of partners of different types from different parts of Europe.
- Liaising effectively and in a positive and constructive atmosphere with EEA staff.
- Liaising effectively with and excellent networking with EU institutions such as the European Commission including Eurostat and the JRC.
- Liaising effectively with policy makers and experts nationally and in other organisations, including the OECD and UNEP.
- Excellent team building and leadership abilities.
- Experience in preparing, facilitating and documenting workshops and meetings through using of advanced participatory processes.
- Experience with the use of innovative techniques such as graphic recording and social platforms to communicate meeting outcomes.
- Clear writing and structuring, and presentation skills.
- Professional editing of English language text.
- Ability to prepare high quality graphs and maps including proper documentation of methodologies and meta-data.
- Good knowledge in making use of web-based-multimedia and social platforms.

5. Mandatory requirements

In order to deliver high quality products and services the future beneficiaries shall comply with the following mandatory requirements:

- As the working language of the EEA is English, it will also be the working language of the Framework Partnership Agreement and Specific Agreements. More particularly, the ETC is expected to deliver documents requiring minimal further language checking prior to publication. Future beneficiaries are required to have a quality control procedure to this effect.
- Without exception, the ETC shall report to the EEA, the main contact points being the ETC Manager and the competent EEA Project Manager.
- Subject to guidance from the EEA, the ETC shall ensure coherence and integration of its work with the work carried out by the EEA. To this effect and as far as specific tasks are concerned, the EEA Project Manager(s) will be in close contact with the future beneficiaries (ETC Manager and partners as needed).
- The ETC is also expected to provide input into the development of the EEA annual work programme. Furthermore it shall provide EEA with proposals for the continuous development of the working areas.
- While cooperation amongst ETCs is subject to respective requests and coordination from the EEA, ETCs shall be structured in a way which ensures proper linkages with other ETCs as cross-sectoral and cross-thematic cooperation and integration needs further attention in the future. Such integrated cooperation needs highly transparent ETC management in order to avoid duplication or disintegration of tasks across partners.
- Maintaining and improving the links to Eionet, in particular the Primary Contact Points (PCP) and National Reference Centres (NRC) appointed by the member countries, is the basic foundation for the work of the ETCs. This means, e.g., *ad hoc* technical support to member countries, reflecting the specific needs of all countries. The ETC shall also assist the EEA in organising annual meetings with the Eionet partners.
- The EEA is committed to an internal Environmental Policy to ensure that the EEA operates in an environmentally sound manner. Since March 2005 the EEA is EMAS certified. It is thus required that the future beneficiaries take into consideration the reduction of environmental impact of ETC activities and develop Environmental Policies for the ETCs.

6. Criteria

6.1 Eligibility

Consortia consisting of at least two partners (natural/legal persons, private or public), these partners being established in different EEA member countries (the EU Member States[17], Iceland, Liechtenstein, Norway, Switzerland and Turkey), are eligible, subject to 6.2 and 6.3, for submitting proposals. Consortia must identify one of their partners as coordinator who will have the main interface with the EEA.

([17]) 28 as from 1.7.2013

Entities which do not have legal personality under the applicable national law of one of the EEA member countries are also eligible under the same conditions, provided that their representatives have and can prove their capacity to undertake legal obligations on their behalf and assume financial liability.

A *consortium* may also include partners from other countries than the above mentioned, provided that the other eligibility requirements are respected and the share of partners from non-EEA member countries does not exceed 10 % of the total eligible costs.

With a view to assess the fulfilment of the eligibility criteria, the *consortium*'s coordinator is required to submit a proposal submission form (see annex 1) duly filled out and signed.

6.2 Ne bis in idem

No **partner** may participate **in more than one** *consortium* aiming at the FPA **concerning the ETC on Waste and Materials in a Green Economy**. Disregard of this rule leads to exclusion of all *consortia* concerned.

Similarly it is prohibited for proposed staff to sign letters of intent to participate in more than one *consortium* aiming at the FPA concerning this ETC, i.e. ETC on Waste and Materials in a Green Economy. Disregard of this rule leads to exclusion of all *consortia* concerned.

6.3 Exclusion criteria

Apart from the situations under 6.2, *consortia* shall be excluded from participation in this procedure if any of its partners is in one of the situations referred to in Articles 106(1), 107 and 109(1)(b) of the Financial Rules applicable to the general budget of the European Union([18]).

When submitting their application, each partner of the consortium must provide a declaration on their honour in accordance with the form attached as annex 2, duly signed and dated, stating that they are not in any of the situations specified in the above mentioned provisions.

The partners of the consortium with whom the EEA will enter into a Framework Partnership Agreement will be required, prior to the signature of the agreement, to provide the evidence specified in the penultimate paragraph of the declaration of honour mentioned above (see annex 2).

6.4 Selection criteria

The selection criteria will be assessed as a first step by the evaluation committee. Failure to comply with these criteria will result in the proposal not being evaluated further by the evaluation committee. Applicants may be asked to provide additional proof, or to clarify the supporting documents, related to the selection criteria within a specific time limit.

(a) Legal capacity

- *Consortia* are required to prove that all their partners are authorised to perform the framework partnership agreement under national law, as evidenced by inclusion in a

([18]) Regulation (EU, Euratom) No 966/2012 of the European Parliament and of the Council of 25.10.2012, OJEU L 298/1 of 26.10.2012.

trade or professional register, a sworn declaration or certificate, membership of a specific organisation, express authorisation, or entry in the VAT register or any other statutory document allowing verification of the partner's legal status.

- To that effect, each partner of a *consortium* is required to submit a legal entity form (see annex 3) duly filled out and signed, accompanied by a copy of inscription in a trade register and, where applicable, a copy of inscription in VAT register.

(b) Economic and financial capacity

Evidence of the *consortium's* economic and financial capacity shall be furnished by the following documents:

- proof of stable and sufficient sources of funding to maintain the *consortium's* activity throughout the period 2014-2018;
- for private partners: profit and loss accounts, balance sheet for the last financial year for which the accounts were closed (and audit reports by an approved external auditor certifying the accounts for the last available financial year([19])).

(c) Technical and professional capacity

Evidence of the *consortium's* technical and professional capacity to carry out the envisaged work programme shall be furnished on the basis of the following documents:

1. Detailed CVs of the partner's managerial staff as well as those of the staff designated to carry out the work indicating, *inter alia*, the educational and professional qualifications and statement of language skills;
2. Signed letters of intent of:
   - the ETC Manager and core staff of the *consortium* coordinator; as well as
   - the key experts of all *consortium* partners

   proving that the *consortium* as a whole has sufficient technical, scientific and management (including financial) experience to assume the role of an ETC;

3. A list and brief account of work considered relevant and carried out by the partners forming the *consortium* in the past five years, with the sums, dates and recipients (public or private);
4. Letters of intent of all *consortium* partners to participate and provide co-financing up to at least 10% of the total eligible cost of the annual work programme([20]);
5. For each partner established in an EEA member country, letters of confirmation from the respective Member of the EEA Management Board that the relevant partner is able to perform the function of an ETC partner within Eionet;
6. For each partner, proof and description of their Quality Assurance and Quality Control systems;
7. For each partner, description of their environmental management measures or system specifying the status of implementation.

([19]) Having regard to Article 196(3) RAP and the fact that all *consortium* partners will assume joint and several liability in accordance with the FPA, such audit reports are not required if *consortia* include any public bodies.

([20]) The 10%-rule of minimum co-financing is applied towards the *consortium* as a whole. To what extent partners contribute to this co-financing is an internal *consortium* matter.

6.5 Award criteria

A Framework Partnership Agreement (FPA) will be concluded with the consortium whose proposal guarantees best that the EEA requirements as described above are met. Proposals will be evaluated on the basis of the documentation provided to demonstrate that the consortium meets the six award criteria set out below, taking into account for each award criterion the relevant specific technical and scientific expertise described in section 4.2. The allocation of weightings to the 6 criteria is also given, corresponding to a maximum total score of 100 points.

No	Award criteria	Max. points
1	**General understanding of the task** Knowledge and understanding of: • the policies and stakeholders that the EEA and the Eionet are supporting and cooperating with in the topic area; • how the different dimensions of the topic area (Waste and materials in a green economy) are related, and related to thematic and cross-cutting issues outside the topic area; • how the environmental and policy issues in the topic area vary across the EEA member countries and how this impacts on the tasks of the EEA and Eionet; the roles of data, indicators and assessments in EEA work in the topic area, and the methodologies and frameworks, such as inventories, modelling and accounting, that underpin the work; • the importance of collaboration within and outside Eionet in delivering the work.	20
2	**Data and information systems** Sound knowledge of the actual and potential existence, availability and usefulness of data and information relevant to the topic area from Eionet sources, and from other official and non-official sources at (sub)national, EU and international levels, including sources such as business, research, and citizen science; experience and expertise in accounting frameworks and data modelling and assimilation techniques.	10
3	**Assessments** Experience and expertise in supporting the definition, production, management and use of indicators in the topic area, and in contributing to thematic, sectoral and cross-cutting assessments.	15
4	**Policy support** Experience and expertise in providing technical and scientific support to the development and implementation of international, EU or national policy processes, including contributions to ex-ante and ex-post analysis of the effectiveness of strategies and policies, in the topic area.	20

No	Award criteria	Max. points
5	**Collaboration and communication** Sound approach to collaborating with and providing capacity-building support to Eionet member organisations in member countries; experience and expertise in accessing and working together with relevant expert networks and institutes external to the Eionet, including the scientific world; experience and expertise in preparing and facilitating in a participatory manner workshops, webinars and similar; good communication skills in writing and orally.	15
6	**ETC management** Sound arrangements for implementing transparent, effective and quality-assured management of the ETC consortium, including financial management. Sound approach to managing different dimensions of the topic area individually and as a coherent whole, and to addressing geographical specificities in the topic area across EEA member countries. Sound environmental policy for the consortium. Adequate level of manpower, resources and output corresponding to the indicative annual budget.	20
Total		100

7. Environmental considerations

The EEA runs a certified environmental management system (EMAS) and aims to minimise the environmental impact of all its activities, including those carried out under contract. The future beneficiaries will, therefore, be requested to consider the EEA environmental management guidelines in the implementation of the Framework Partnership Agreement, in particular, those relating to business travel, electronic means of communication, paper and energy consumption. Further information on the EMAS system can be found on the EEA homepage: http://www.eea.europa.eu/about-us/emas.

Moreover, it is strongly recommended that proposals are submitted in an environmentally friendly way, e.g., by choosing a simple and clear structure (list of contents and consecutive page numbering), double-sided printing, limiting attachments to what is required in the Terms of Reference (no additional material in paper) and avoiding plastic folders or binders.

8. Further information

Submitting a proposal implies acceptance by the *consortium* of all terms and conditions of the standard Framework Partnership Agreement (FPA) and its Annexes (see annex 5).

9. Timing

Deadline for submitting proposals: 18 September 2013

Opening of proposals: 25 September 2013

Evaluation of proposals: 22 October 2013 (indicative date)

Following the decision of the EEA Management Board on the designation of the successful *consortium* (foreseen for November 2013) and prior to signature of the Framework Partnership Agreement (FPA) all *consortia* will be notified of the outcome of this call.

10. Presentation of the proposal

Proposals shall be submitted in accordance with the ***double envelopes system***:

The outer envelope or parcel should be sealed with adhesive tape and signed across the seal and carry the following information:

- The call for proposals reference No EEA/IEA/13/003-ETC/WMGE
- The call for proposals title "Framework partnership agreement concerning the European Topic Centre on Waste and Materials in a Green Economy"
- The name of the consortium's coordinator
- The indication "Proposal – Not to be opened by the internal mail services"
- The address for submission of proposals (as specified in the letter of invitation to submit proposals)
- The date of submission shall be legible on the outer envelope or parcel

The outer envelope or parcel must contain three inner envelopes, i.e. Envelopes No 1, 2 and 3, corresponding to the following three sections: Executive summary, Administrative section and technical proposal.

(a) **Envelope No 1 – Executive summary** shall include the following information (max. 10 pages):

- ETC name as indicated in the title of these Terms of reference;
- Full contact details of the partner assuming the role of coordinator of the consortium;
- Name and CV (abstract) of the proposed ETC Manager affiliated with the partner coordinating the consortium;
- Presentation of the core team of the partner coordinating the consortium;
- Full contact details of each other partners of the consortium;
- For each partner, name and CVs (abstract) of key experts expected to contribute at least 100 days/year to the ETC.

(b) **Envelope No 2 – Administrative section** shall include the following information:

- The proposal submission form drawn up in accordance with the template in annex 1
- For each partner, the declaration on exclusion criteria as required under section 6.3 drawn up in accordance with the template in annex 2
- For each partner, the legal entity form as required under section 6.4 (a) drawn up in accordance with the model in annex 3
- For the partner acting as coordinator of the consortium, the financial identification form drawn up in accordance with the template in annex 4
- The evidence and documentation demonstrating the fulfilment of the selection criteria as required under section 6.4 (b) (economic and financial capacity) and 6.4 (c) (technical and professional capacity)

(c) **Envelope No 3 – Technical proposal** shall include the following:

- The technical proposal providing all information requested under section 6.5 – Award criteria

Proposal shall be drafted in one of the languages of the EEA member countries, **preferably in English** (supporting evidence does not need to be translated) and submitted in **duplicate** (one original unbound and one copy).

It is important that proposals are presented in the correct format and include all documents necessary to enable the evaluation committee to assess them. Failure to respect these requirements will constitute a formal error and may result in the rejection of the proposal.

Consortia shall observe precisely the indications in points 3, 4, 6 and 7 of the letter of invitation to submit a proposal to ensure their proposal is admissible. Late delivery will lead to non-admissibility of the proposal and its rejection from the award procedure. Proposals sent by e-mail or by fax will also be non-admissible and discarded. Envelopes or parcels found opened at the opening session will also lead to non-admissibility of the proposal. Consequently, consortia must ensure that their proposals are packed in such a way to prevent any accidental opening during their mailing.

11. Confidentiality and protection of personal data

For the processing of this award procedure, the EEA observes the rules set in Regulation (EC) No 45/2001 on the protection of individuals with regards to the processing of personal data by Community institutions and bodies and on the free movement of such data (OJEU L 8/1 of 12.1.2001).

For further detailed information please refer to the privacy statement available on the EEA external website at the following address: http://www.eea.europa.eu/about-us/tenders/privacy-statement.

ANNEXES

Annex 1 – Proposal submission form

Annex 2 – Declaration exclusion criteria

Annex 3 – Legal entity form

Annex 4 – Financial identification form (only for the partner coordinating the consortium)

Annex 5 – Draft framework partnership agreement and specific agreement