



Organize a “World Café” on Circular Economy

Duration: 1h30

Steps:

Participants sit around 3 round tables.

15 min: Present the principle of World Cafés, the goals and the instructions

The goal of a World Café is to encourage collective creativity, sharing of knowledge and ideas. This workshop stages the atmosphere of a café, with tables where people connect, encouraging spontaneous interactions. This tool allows every participant to collaborate with each other in an authentic fashion around a specific subject.

1h: World café

3 tables with 3 subjects:

- Waste materials and how to repair, reuse, recycle, and share them,
- Energy and how to reduce its consumption, deploy renewables and recover excess energy (heat...),
- Cross-company exchange Tool/platform: materials/services/equipment trade market

The goal is to have 2 people per table: a facilitator and someone who writes the ideas on a paperboard.

On the first round every group will work on the obstacles, needs and solutions concerning one of the topics (waste materials, energy or tools). Facilitators will write down the contributions made by the companies. It is key to find a method to showcase the most important contributions made by the group (color coding or marking “++”) without omitting to write all of the submissions.

On the second round, with the second group, the facilitator makes a summary of what was said during the first round. This time, the goal is for the second group not to repeat what was said before, thus finding new ideas. Nonetheless, for the summary of the second tour, there needs to be a record of whether the second group agreed with what the first group suggested.

On the third tour, all things remain equal, keeping in mind that the group needs to prepare a group presentation of what was said during the three rounds on that table. Ideally, one of two people, not the facilitator, deliver the presentation. Out of 15 minutes, reserve 5 to prepare the presentation.

The facilitators and scribes are in charge of keeping the discussion alive if ever it slows down. Write down every idea and make everyone participate.

Around every table, the goal is to get companies to speak about each topic in order to acknowledge the obstacles, the needs and the solutions that they suggest.



Time management:

- 30 minutes for the 1st round: 10 minutes per question (obstacles, needs and solutions)
- 15 minutes for the 2nd round: 5 minutes per question
- 15 minutes for the last round

Facilitator's assistance

- Waste materials table:

What "reuse" obstacles do you face? What recycling obstacles do you face? Why don't you further sort your waste materials in order to reuse them? What do you need in order to recycle more? Can you think of any solutions? => Encourage companies to think out of the box!

Facilitator's assistance: obstacles can be financial (a common pointer from other companies), logistical, scale-related (deposit area too small in comparison to the company's fluxes), knowledge of recycling facilities and companies, time-bound and area of focus (other things come first)...

- Energy tables :

What obstacles prevent you from carrying out energy saving actions? What are the obstacles that prevent you from investing in renewable energies? Why haven't you made an energy diagnosis of your facilities? What are your energy-saving needs? What are you missing in order to invest on renewable energies? Can you think of any solutions? => Encourage companies to think out of the box!

Facilitator's assistance: obstacles can be financial (inability to actually save money), knowledge of stakeholders and financial and technical assistance schemes, time-bound and area of focus (other things come first)...

Exchange platform table :

What obstacles prevent you from establishing an exchange platform to implement synergies? What would stop you from using a platform that is made available for you? Would you be willing to pay for such platform? If yes, how much? What percentage of achieved savings? What needs need to be met through this platform => Encourage companies to think out of the box!

Facilitator's assistance: obstacles can be financial (if the platform needs to be paid for), technical (depending on the tool's features), human interaction (i.e. exchange with companies that we do not know), time-bound and area of focus (other things come first)...

10 min: Group presentation per table

2 to 3 minutes max per table: a company presents ideally after the third round, helped by the facilitator.

Q&A with the rest of the participants.

5 min: Wrap up the work shop

Send support documents to participants after world café by e-mail: group presentation document, photos of each table's paperboard and a quick summary per topic (needs to be made after the workshop).