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REPORT

MINIWASTE – LIFE08 ENV/F/000486
Steering Committee
Meeting held on January 13-14 2011 in Rennes

Participants:

- Rennes Métropole (Rennes Metropolitan Council):
 - Jean-Louis Merrien, Nathalie Gaillard, Laurence Galon, Cathy Le Coz, Tifenn Contival, Annaïck Lanoë, Carole Gaudiche, Nadia Euzen
- CEMAGREF (French institute for research on land management):
 - Anne Trémier, Annie Resse, Jean-Claude Benoist, Amaury de Guardia, Céline Sollier
- ACR +(Belgian association for recycling and sustainable development management):
 - Philippe Micheaux-Naudet
- City of Brno, Czech Republic:
 - Lucie Humplickova, Jana Valkova, Josef Cerny

Absent: Ana Lopes, Benedita Chaves

I – First Day

Introduction:

Laurence Galon outlines the Steering Committee's agenda (annex 1).

Nathalie Gaillard introduces the new members of Rennes Métropole's team: Tifenn Contival, Communications Officer; Cathy Le Coz, Technician; Annaïck Lanoë, Administrative and Financial Follow-up Officer.

1°) Progress Report on Brno initiatives (annex 2):

Jana Valkova presents a progress report on the Brno initiatives.

a) *Purchase and distribution of composters:*

The composters will be made of recycled plastic. The composters are distributed on the basis of contracts signed between the City of Brno and city residents (139 contracts signed to date). The composters will be handed over to the residents at the end of the project. The contract outlines terms of use but does not identify family structure. Residents apply for composters at the Mayor's Office or by email.

b) *Demonstration initiatives:*

Demonstrations are organised in parallel with other events: Project exhibition stand.

c) *Project promotion:*

The initiative is promoted via features on TV, in regional news reports, in newspaper articles and local newsletters, and a presentation was given at the international conference.

d) *Neighbourhood concerned (Zebetin):*

- Neighbourhood description: 1,200 private households in detached houses with lawns and gardens. Waste in Zebetin is treated at the Energy Recovery Plant (equipped with a recycling centre). In winter, production per resident is at its lowest (same values as in Brno). In spring, vegetal waste is mixed with residual household waste. Residents dispose of their waste directly at the municipal sorting facility.
- Methodology: The analysis method implemented is that used by the Ministry of the Environment and the Sako Company, who are responsible for conducting waste analyses. Waste was sorted into several categories, but not in any great detail (10 total). 200 kg were sorted. Waste items under 40 mm were not identified. The sorting categories are different from those used in the Modecom method.
- Results: The results in Brno (Zebetin) and the national results from Sako (for the month of June) were compared. 35% of waste in the Zebetin area was organic waste. In another district, 42% of waste was organic waste, while the national average stands at 20%. A significant difference can be noted between urban area production (11 kilos per resident) and rural areas (25 kilos per resident a week). Waste is collected once a week.
- Scales will be purchased. About twenty households will weigh their waste for composting.
- Communication: The local website is up and running but the number of visitors will only be measured later. Brochures are planned for the spring of 2011. Templates for communication tools in line with the graphic charter will need to be provided (to be discussed with P. Micheaux-Naudet and T. Contival).
- Maintaining 32 analyses over the duration of the project will be problematic. Cemagref will revisit this issue.
- Food waste: this issue has not yet been studied. The proportion of food waste has not been assessed with regard to characterisation. Assessment is scheduled for 2011 during the next characterisation period. Characterisations are conducted by 5 students and take about a day to complete.
- Composter advisors: Residents who have been given a composter are not currently being trained on how to use it. The idea is to train composter advisors and to organise special demonstrations in waste disposal sites: the waste disposal wardens would be specially trained for the occasion. There is only one waste disposal pit in Zebetin, which means this initiative would have to be implemented outside this area.

2°) Progress Report on ACR + Initiatives (annex 2):

a) *Inventory and communication:*

Philippe Micheaux-Naudet presents the project inventory and dissemination initiatives aimed at local authorities at the European level.

Information was gathered in order to complete the inventory records. A technical report compiling these records has been drafted. The records still need to be finalised with regard to the graphics, and communication plans for the guide need to be revisited.

A press release announcing the guide's publication is planned, as well as communication in the specialised press (to be specified, i.e. publications to which the CEMAGREF has access). The CEMAGREF's reach through the specialised press extends, for the most part, to the French-speaking media. The records need to be reviewed in order to identify key success factors. A technical report will be drafted, based on these factors. Getting the specialist journals interested in the Miniwaste project is no easy matter. It might be a good idea to discuss with ADEME how to publish the results produced by different project partners, particularly regarding the methodology guide.

No current document actually explains what a project's success factors are.

The main purpose of the website is to tell people about current events. The problem is that the number of site visitors is still a long way below the very ambitious goal of 1,500 visits a month. There appear to be very few visits as there are no comments on the site. More information needs to be forwarded in order to bring the site to life. More technical data increases our chances of attracting a variety of specialist audiences.

P. Micheaux-Naudet presents the initiatives that will be undertaken by Rennes Métropole. These initiatives include characterisations (films), composting, and green waste management. A catch phrase in English is needed to allow us to create links to local sites.

A synchronisation error between the service provider and our partners caused problems when the 1st newsletter was sent out.

We need to set the date for the Brno mid-term conference in order to include it in the newsletter. Ideally, each partner would send the newsletter through their own mailing list. A joint mailing list would be necessary in order to make that

happen. The project plans to send out 5 newsletters in total. It is suggested that the next newsletter should focus on Brno.

The brochure is a non-technical introductory leaflet. The reworked version will be sent to our partners. A press-ready copy should be sent to P. Micheux-Naudet before printing. Each partner will be responsible for printing, using the files sent by Rennes Métropole.

All the different events that our partners have been involved in must be listed. ACR + has thus attended several meetings, notably Pre-waste meetings and the same approach should be taken by all the partners.

Other channels of communication will be used, i.e.: articles in specialist and scientific publications, posters on the project, the ORBIT international symposium organised by the CEMAGREF (June 12 – 15, 2012). Poster content will be outlined in February and the posters produced in May.

b) Preparing for the Brno conference:

It would be helpful to precisely state the objective of the conference. The conference outline suggests progress reports on the various initiatives; an overview of the challenges faced and the solutions implemented in on-site initiatives; and a report on the role of the experts. Waste prevention experts (both within and outside the partner establishments) are the target audience. The expected attendance would be 60 (with a maximum of 70% Czech and 30% foreign participants) and methods and results would then be disseminated to people outside of the organisations.

The date should be set so as not to interfere with other European events. A date in September is a possibility, but not too early in the month, as Mr. Merrien will not be free.

The conference aims must be sufficiently clear in order to attract experts in the field. The suggested conference format is as follows: joint plenary sessions with workshops on protocols, communication and computerized tool. The project partners will provide most of the input for the conference. However, speakers from outside our partnership who have implemented good practice could also be invited to take part.

The date must be announced very soon: within the next six weeks at the latest. The mid-term conference should be back to back with a steering committee meeting. A draft conference programme will be circulated by mid-February for comments and feedback.

The idea is to invite 10 to 15 cities in the Czech Republic to take part.

Preparatory work needs to be done on the logistical organisation, on-site visits, on organising a press conference in preparation for the final conference and the publication of the guide on how to reduce environmental impacts.

ACR+ and Rennes Métropole will finance the 30% of participants who are not from the Czech Republic.

Once finalized, the conference programme will need to be sent to the partners. Possible contacts need to be explored with Slovakia, where they speak the same language as in the Czech Republic, and with Vienna, who were contacted as possible partners during the project application phase.

A programme outline should be ready by late February so it can be sent out in March or April, which means that all the speakers should be identified.

3°) Visit to a compost weighing site and meeting with participating households (at n°120, Rue de l'Alma)

4°) Progress report on Rennes Métropole initiatives (annex 3):

Laurence Galon presents an overview of Rennes Métropole initiatives.

a) computerized tool:

A consulting has been sought from 6 consultants. Tenders have to be submitted by February 3, 2011. The study should be completed in May. A report will be approved by each partner at the end of each phase. The goal for module 2 is to assess the different indicators used by our partners and to determine which are most relevant. This tool should be user friendly, ergonomic and non commercial. An initial version of the tool should be available in September, and implemented by all partners by the end of 2011.

b) The minimisation plan:

The inventory records will be made available online on the Miniwaste website. The minimisation plan will be approved at the end of the project.

c) *Initiatives undertaken by Rennes Métropole:*

- Training sessions
- Public conferences
- Local events/demonstrations The goal is to run these back to back with existing events
- Support for communal composting
- Reinforcement of local community initiatives (support from the composter guide network, etc.)
- Composting in the collective catering sector
- Indoor composting
- Food waste

d) *Initiative follow-up:*

Implementing trend indicators, tracking bio-waste markets

-1st year results.

-Project promotion and dissemination initiatives

-Attendance at seminars and conferences:

A symposium will be held in Calais in May 2011, focusing on “organic” waste.

Administrative overview:

All partner documentation needs to be received by next week. Reminder: types of data to be provided (e.g. timesheets, etc.).

5°) Contribution by the President of Rennes Metropolitan Council (D. Delaveau) and by the Vice-president in charge of waste collection, treatment and prevention (JL. Merrien).

II – Second Day

6°) Progress report on CEMAGREF initiatives (annex 4):

Anne Trémier from Cemagref outlines Cemagref initiatives to be undertaken within the context of the project. Initiative 2.4 includes fine tuning several protocols used for evaluating different composting methods. This initiative is divided into 3 sub-initiatives based on qualitative and quantitative aspects. Initiative 2.4 is a research initiative. The goals set for this initiative focus more on the process than on the data obtained. The result may lead to other questions, rather than to answers.

a) *Anne Resse explains the protocol for individual housing:*

- Evaluating the quantitative impact of home composting in low-rise housing on local authority waste management flows.
- A bibliographic study of 66 different local authorities in order to identify different evaluation tools being used; 4 in all: Investigation, individual weigh-ins, characterisations, quantity tracking.
- Taken separately, none of the methods are entirely satisfactory. Miniwaste therefore suggests comparing the 4 methods, along with a new method using GIS.
- Agenda: from March 2010 to December 2011: several people will be involved in the protocol, from both the CEMAGREF and Rennes Métropole.
- Presentation of the different methods tested and the challenges of implementing the protocol.
- Beginning of results analysis.

b) *Amaury De Guardia presents the protocol for communal composting.*

- This protocol covers 2 multi-storey housing composting initiatives.
- Quantification method for organic waste measurement in multi-storey housing: Waste sampling and characterisation campaigns were organised for a sample group of apartment buildings representing 0.6% of the city's residents.
- Indirect quantification method: Waste brought to two composting sites located right next to apartment buildings is being weighed and a third site will be implemented in the coming weeks.
- One protocol covers the composting of catering waste, with goals defined for each initiative.
- Presentation of the method.
- Presentation of results.

c) *Anne Trémier presents compost analyses (product quality):*

- Presentation of analysis parameter types for physicochemical and biological compost composition analysis. Studies on household compost quality have been undertaken, but the number of samples is too small to provide significant results. In addition, the studies do not provide enough contextual information on the analyses themselves.
- There is no current norm defining the quality of household compost.
- Sensorial criteria are among some of the other quality measurement methods used, particularly based on the "odour wheel" used in industrial composting platforms.
- The aims of sub-initiative 2.4 are to:
 - o create a compost analysis database
 - o define a correlation between physicochemical and sensorial parameters
 - o develop an interpretation grid
- Description of the overall method: 60 analyses (40 on individual housing and 20 on multi-storey housing)

7°) Visit of CEMAGREF laboratories

ANNEXES

Annex 1: Meeting schedule

Annex 2: Progress report on Brno actions

Annex 3: Progress report on ACR+ actions

Annex 4: Progress report on Rennes Métropole actions

Annex 5: Progress report on Cemagref actions