



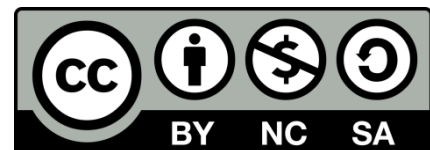
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**Linear Turns Circular
Fostering SMEs' Circular
Economy Transition**

All DIY templates

English



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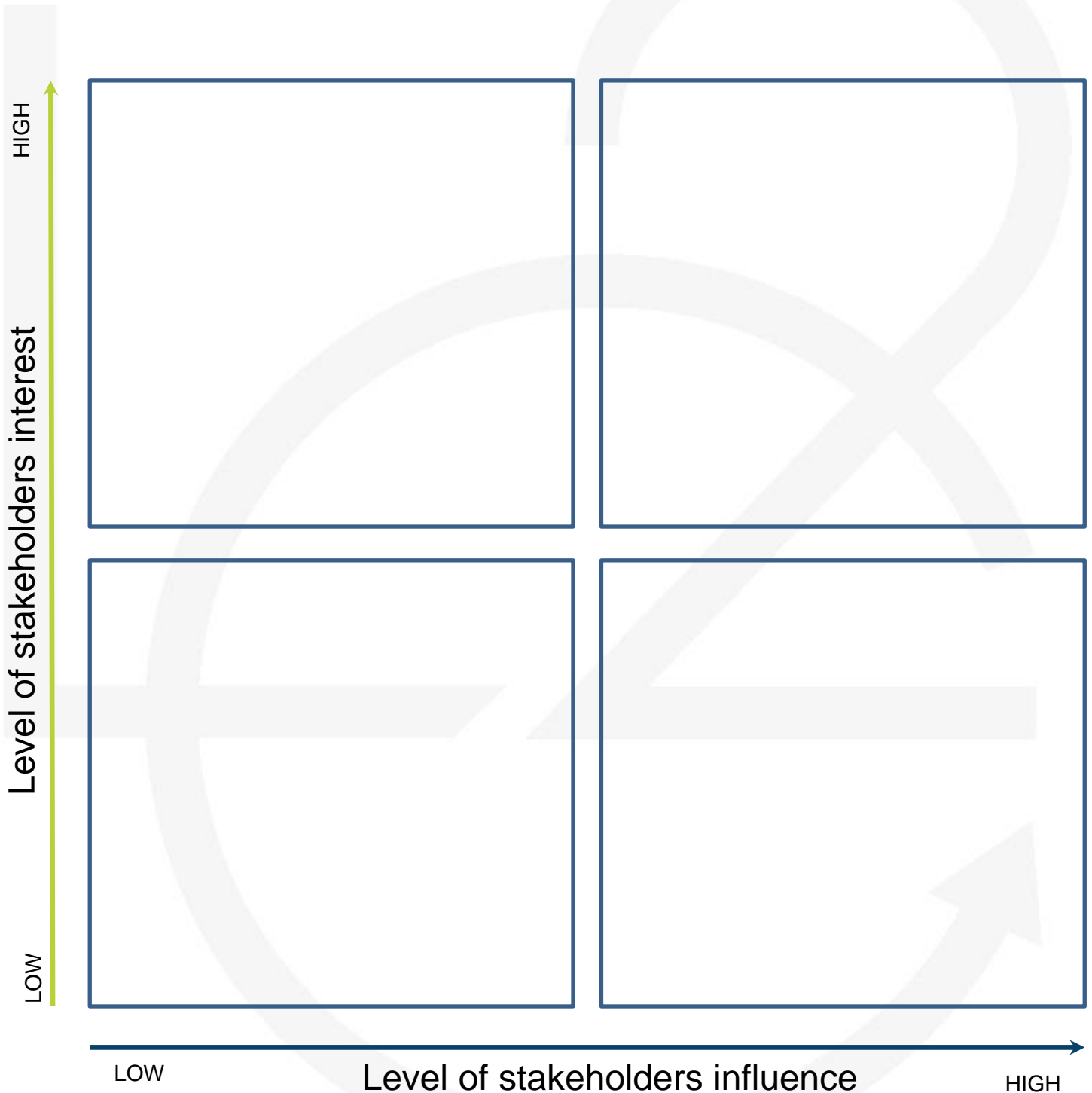
1.1 Stakeholders map template

- Who will influence that change (CE transition)?
- Who will be affected with that change (CE transition)?

Template 1.1 STAKEHOLDERS



MAP



The level of **stakeholder influence** reflects the potential impact that this group can have on the project and the stakeholder's ability to change or stop the CE transition.

The level of **stakeholder interest** depends on the extent to which they are likely to benefit or be affected by the change being implemented. The more they have to gain or lose, usually the greater their interest is.



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1.2 Key activities, resources used and waste generated - template

Template 1.2 KEY ACTIVITIES



RESOURCES

WASTE

Key activity 1

Empty box for describing Key activity 1.

Resources used in key activity 1

Empty box for describing Resources used in key activity 1.

Resources Wasted in key activity 1

Empty box for describing Resources Wasted in key activity 1.

Template 1.2 KEY ACTIVITIES



RESOURCES

WASTE

Key activity 2

--

Resources used in key activity 2

--

Resources Wasted in key activity 2

--



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1.3 9R analysis of your organisation – current status

- Do you make the materials useful?
- Do you extend the lifespan of products?
- Do you use/manufacture resources/the product in a smart way?

Start from the strategy of the bottom and move upwards

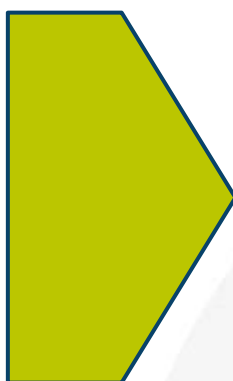


Template 1.3 9R /1



Do you make the materials useful?

Recycle



By recycling them i.e. processing to obtain same or higher quality product?

Recover



By incinerating them or putting through other processes to recover energy?

Template 1.3 9R /1



Do you extend the lifespan of products?

Reuse



By offering a product still in good condition to another consumer to use it for its original purpose?

Repair



By repairing and maintaining a defective product so it could be used with its original function?

Refurbish



By restoring it and bringing it up to date?

Remanufacture



By using the parts of discarded products in a new product with the same function?

Repurpose



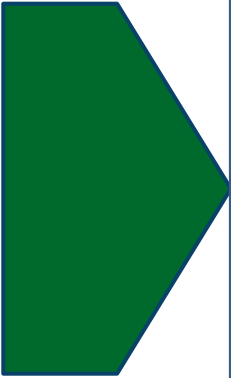
By using discarded products and/or their parts in sth new with a different function?

Template 1.3 9R /1



Do you use/manufacture resources/ product/service in a smart way?

Refuse



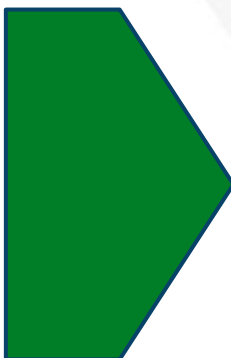
By increasing efficiency in its manufacture or by using fewer natural resources and materials?

Rethink



By making the use of the product more intensive (e.g. sharing it)?

Reduce



By increasing efficiency in its manufacture or by using fewer natural resources and materials?



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1.4 Circular Canvas template

Template 1.4 L2C Canvas



Mission

Blank space for Mission

Key activities

Blank space for Key activities

Key stakeholders

Blank space for Key stakeholders

Value proposition

Blank space for Value proposition

Resources used

Which resources (natural, technical) are used in your key activities?
How do you facilitate its consumption? Could they be used in more circular way?

Customers

Blank space for Customers

Distribution

Consider all distribution channels you use

Resources not used

What kind of waste do you generate while conducting your core activities?



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2.1 CE Policy template



Template 2.1 CE POLICY

STRUCTURE

I. Purpose

(Please write the vision of your organisation after CE transformation, where would you like to be? Why is it important? Why are you going to do CE transformation)

II. General rules

Please list (some o them or all of them)

Our circle economy goals - short term and/or long term (core processes + organisation + surroundings)

Our values, the way we are going to achieve those goals - general rules

Preferred behaviours, activities in different areas. How are we going to do business? services?

What changes are we doing in our core processes (production, services, ...)?

How do we monitor and measure the CE transition process?

2 pages maximum - could be published on website



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2.2 9R Planning – looking for potential areas for improvement & changes

- How can we make the materials useful?
- How can we extend the lifespan of products?
- How can we use/manufacture the product in a smarter way?

Start from the strategy of the bottom and move upwards

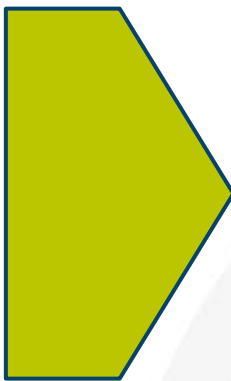


Template 2.2 9R /2



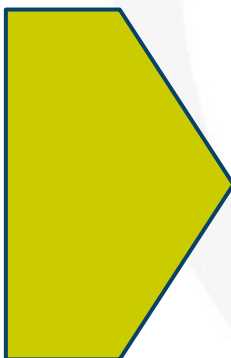
How can we make the materials useful?

Recycle



By recycling them i.e. processing to obtain same or higher quality product?

Recover



By incinerating them or putting through other processes to recover energy?

Template 2.2 9R /2



How can we extend the lifespan of products?

Reuse



By offering a product still in good condition to another consumer to use it for its original purpose?

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Remanufacture



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Repurpose



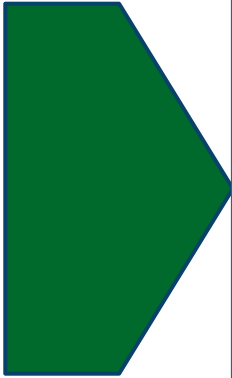
By using discarded products and/or their parts in sth new with a different function?

Template 2.2 9R /2



How can we use/manufacture the product in a smarter way?

Refuse



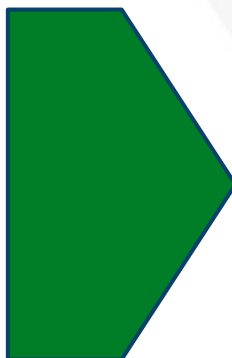
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By making the use of the product more intensive (e.g. sharing it)?

Reduce



By increasing efficiency in its manufacture or by using fewer natural resources and materials?



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2.3 Planning changes – Step 1: Key competencies analysis template

- What key competencies does **your company** need to succeed in the CE transition?
- What is their current level?
- How/where can we look for/develop these competencies?



Template 2.3 KEY COMPETENCIES

Key competence

Why is it needed?

What is its
current
level? High,
Low or
Medium

Key competence	Why is it needed?	What is its current level? High, Low or Medium



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2.4 Planning changes – Step 2: Positive and negative consequences template

- What could be the positive and negative consequences from the planned changes?
- What could we do to make positive consequences certain and appear as early as possible?

Template 2.4 POSITIVE AND NEGATIVE CONSEQUENCES

Positive consequences	Negative consequences
<ul style="list-style-type: none"> • ... 	<ul style="list-style-type: none"> • ...
<ul style="list-style-type: none"> • ... 	<ul style="list-style-type: none"> • ...
<ul style="list-style-type: none"> • ... 	<ul style="list-style-type: none"> • ...
<ul style="list-style-type: none"> • ... 	<ul style="list-style-type: none"> • ...

Template 2.4 POSITIVE AND NEGATIVE CONSEQUENCES

Proposed actions that can make positive consequences certain and occur as early as possible:

- ...
- ...
- ...

Proposed actions that can increase the likelihood of success of the change being implemented:

- ...
- ...
- ...



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2.5 Planning changes – Step 3: Action Plan template

- What changes are you going to implement to start CE transition?
- What areas of the business do they involve?
- What are the expected results of these changes?

Template 2.5 PLANNING

CHANGES



Goal of planned change 1

Key actions	Expected results	Timeframe

People involved and their roles

--

Goal of planned change 2

Key actions	Expected results	Timeframe

People involved and their roles

--