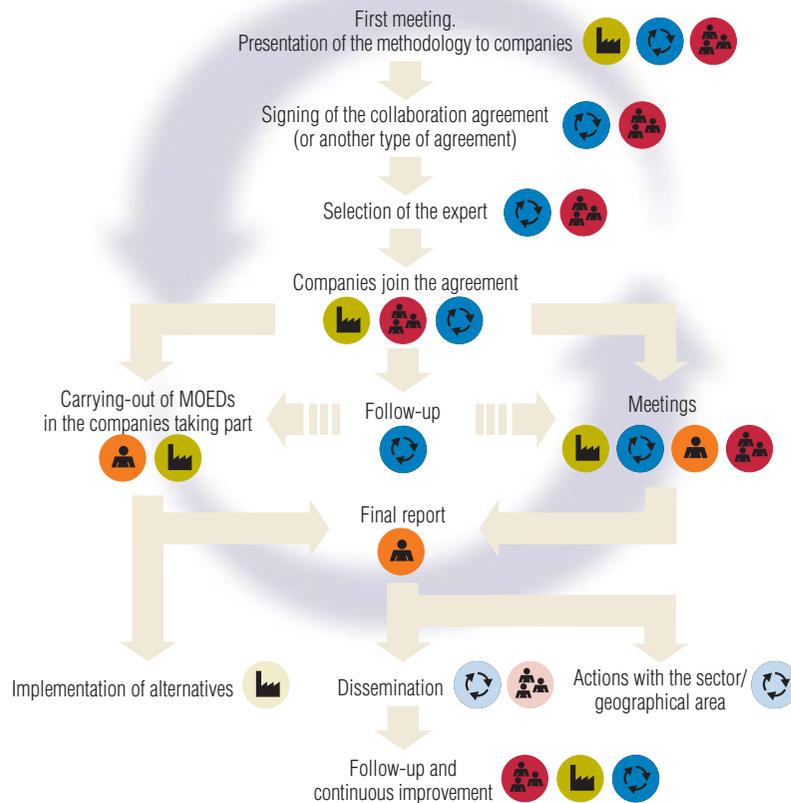


## Methodology of the working group



## Agents that participate in its carrying-out

**Companies**

**To whom it is of interest:**

These are the object of study and they confirm the viability of the minimisation alternatives detected

- Those who wish to optimise their processes by incorporating environmental criteria.
- Those who wish to learn more about their waste flows and resource consumption in order to minimise them.
- Those who wish to optimise the costs of environmental management.
- Those who wish to establish their degree of competitiveness in environmental matters compared to other companies in the sector or area where the company is located.

**Expert**

**How it should be:**

The role of the expert is to invigorate the Working Group and carry out the MOEDs, programme the meetings and draw up documents

- It should be aware of the industrial activities and processes to be analysed.
- It should be fully up-to-date with the new technologies and existing minimisation alternatives.
- It should be capable of leading and organising a group of companies and getting them to participate.
- It should be familiar with the methodology of both the MOED and the Working Groups.

**Environmental Administration**

**How it can collaborate:**

It works together with the companies and acts as a catalyst for the Working Group. It also monitors and disseminates the results of the Working Group

- Providing the methodology for both the Working Group and the MOED.
- Advising the companies.
- Carrying out the monitoring and supervision of the MOEDs and of the Working Group as a whole.
- Disseminating the information contained in the final report.
- Encouraging the implementation of minimisation alternatives.

**Business Association**

**How it can participate:**

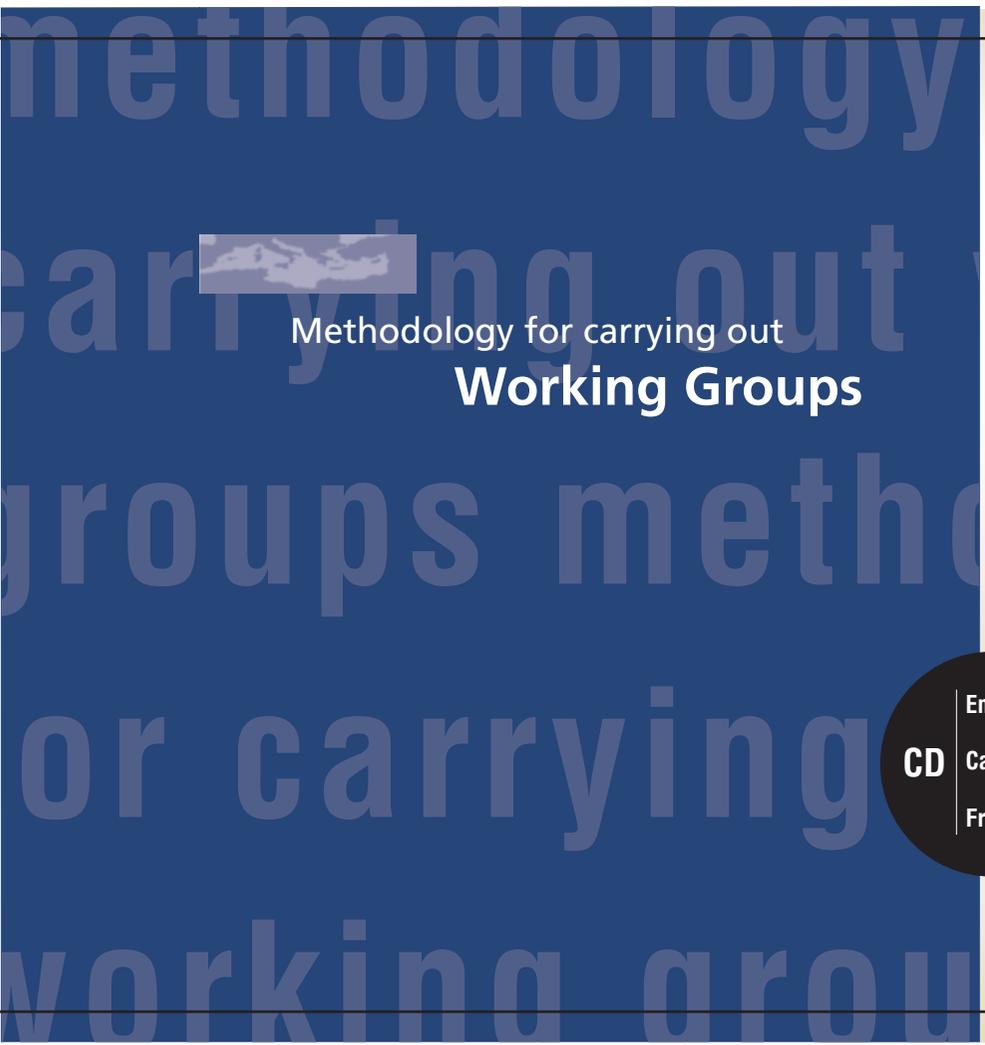
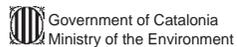
This acts as an intermediary between the Environmental Administration and companies

- By disseminating the information contained in the final report to its members.
- By working together with companies in the implementation of minimisation alternatives.
- By co-ordinating the participation of companies and their entering into the collaboration agreement.

## Mediterranean Action Plan

### Regional Activity Centre for Cleaner Production (RAC/CP)

Paris, 184, 3a planta - 08036 Barcelona (Spain)  
Tel.: +34 93 415 11 12 - Fax: +34 93 237 02 86  
E-mail: [cleanpro@cema-sa.org](mailto:cleanpro@cema-sa.org)  
<http://www.cema-sa.org>



# Methodology for carrying out Working Groups

CD English  
Castellano  
Français

## What is a Working Group?

A methodology for identifying and addressing the environmental needs of companies.

## Advantages

- Exchange of knowledge and experiences
- The possibility of increasing the competitiveness of companies
- Proposal of indicators for environmental management
- Detection of the specific needs of a sector or area under study

## Of an individual MOE

- Reduction of costs (environmental management)
- Improvements in the company's relationship with the environment (changes and legislative)
- Strengthening of the company's environmental management system
- Increase in personnel awareness
- Introduction of eco-efficiency measures
- Starting point for the implementation of an Environmental Management System (EMS)

The Working Groups are created by the Environmental Administration by signing an individual agreement with the companies.

## What is a Working Group?

A methodology for identifying opportunities for preventing and reducing pollution at source and detecting the environmental needs of a group of companies from an industrial sector or specific geographical area.

### Advantages

- **Exchange of knowledge and experience.**
- **The possibility of carrying out benchmarking and getting to know the environmental competitiveness of each of the participating companies.**
- **Proposal of indicators for monitoring environmental improvements.**
- **Detection of the specific environmental needs and opportunities for improvement in the sector or area under study.**

### Of an individual MOED being undertaken:

- Reduction of costs (environmental management and resource & material consumption) and of accident risks.
- Improvements in the environmental situation, in product quality, in the company's legal situation, in the company's relationship with the Administration, customers and neighbours, etc., and in the adaptation to changes and legislative requirements.
- Strengthening of the corporate image.
- Increase in personnel training and satisfaction.
- Introduction of eco-efficiency in the industrial processes.
- Starting point for the development of a programme for pollution prevention and/or an Environmental Management System (EMS).

The Working Groups are generally held after the signing of a **collaboration agreement** between the Environmental Administration and the Business Association. Companies enter into this agreement by signing an individual agreement document.



## Stages

### 1 First meeting

- Presentation of the methodology to the companies.
- Presentation its environmental and economical benefits.
- Definition of the tasks and functions of the different actors.

#### FIRST MEETING

### 2 Preliminary formalities

- Signing of the collaboration agreement

*Quick handling of the formalities connected with the signing of the collaboration agreement is a key factor*

- Companies join the agreement.

*The participation of 6-10 companies in the Working Group is recommended*

- Selection of the expert.

#### PRELIMINARY FORMALITIES

## CARRYING-OUT OF THE MOEDs IN THE COMPANIES THAT PARTICIPATE

### 3 Carrying-out of the MOEDs in the companies that participate

- Company information is gathered: visits, processing of information, search for additional information.

*The visit by the expert to the companies must always be made prior to the meetings to identify the key environmental aspects to be dealt with*

- Identification of minimisation opportunities: study of the industrial processes, waste flows and resource use.

- Selection of the minimisation alternatives and analysis of their technical feasibility and economic viability.

- Drawing up of the final report of each MOED.

### 4 Holding of Meetings

*Generally, meetings are held monthly*

*Generally, the meetings are followed-up by surveys aimed at the companies in order for them to assess the meetings and identify matters of interest*

- Presentation of the waste flows that have been identified and their environmental impact.
- Presentation of the applicable minimisation alternatives (new technologies, new materials, good housekeeping practices).
- Discussion of the different issues connected with the ecomanagement of the company.

#### HOLDING OF MEETINGS

## FINAL REPORT

### 5 Final report

*The final report only gives aggregate information on the business group and does not provide any specific data on the participating companies*

Structure of the document:

- Type of sample: size of the companies, sector and subsector that they belong to
- Description of the industrial processes, working methods and organisation
- Generated waste flows
- Applicable minimisation alternatives
- Feasibility analysis of the alternatives and proposal of monitoring indicators with the aim of evaluating the minimisation achieved through their application
- Description of the situation in the industrial sector/area, conclusions and recommendations
- Annexes: training material used at meetings, minutes, information on cleaner technologies, etc.

### 6 Dissemination of the final report

### 7 Implementation of the alternatives that have been identified

### 8 Follow-up and continuous improvement