

Regional Activity Centre for Sustainable Consumption and Production (SCP/RAC)

UNEP - Mediterranean Action Plan

Sant Pau Art Nouveau Site – Nostra Senyora de la Mercè Pavilion

Carrer Sant Antoni Maria Claret, 167

08025 Barcelona, Catalunya (Spain)

T. +34 93 553 87 86

F. +34 93 553 87 95

<http://www.scprac.org>

**Terms of reference (TOR) for the recruitment of a technical expert with academic background in chemicals used in plastics to support the delivery of a master's module and a webinar series**

**BRS/UNEP Small Grants Programme - “InPlastics”: A set of interactive, innovative educational and communications tools to raise awareness and build capacity on toxic additives in plastics in the Mediterranean region**

***Warning: due to the current situation of the COVID-19 and unpredictable future events, the following TORs are not binding and can be modified in agreement with the selected expert***

## About the position

The Regional Activity Centre for Sustainable Consumption and Production (SCP/RAC) is **seeking an independent expert to lead the development of a technical brief with up-to-date data on toxic additives in plastics**. This technical brief will inform the delivery of a module to be integrated within the MEHMed Master on Environmental Change Management in the Mediterranean, delivered in the framework of the Erasmus+ MEHMed programme and taking place in 8 Universities across Morocco, Algeria and Tunisia. Likewise the expert will support the delivery of two international webinars to increase consumers', practitioners' and decision-makers' knowledge and understanding on the challenges and opportunities of plastics in a circular economy.

The duration of this consultancy is estimated until the end of July 2022.

## CONTEXT TO SCP/RAC's INSTITUTIONAL FRAMEWORK

The Regional Activity Centre for Sustainable Consumption and Production (hereinafter SCP/RAC) is a centre for international cooperation on development and innovation based on the sustainable consumption and production approach (hereinafter SCP). It is attached to the Catalan Waste Agency (Agencia de Residus de Catalunya, referenced as ARC).

The Centre is one of the Regional Activity Centres established in the framework of UNEP/Mediterranean Action Plan (hereinafter UNEP/MAP), the programme of UN Environment established to support the member countries of the Barcelona Convention for the Protection of Marine Environment and the Coastal Region of the Mediterranean. Since 2009, the Centre also operates in support of the **Stockholm Convention**, an international agreement involving 180 countries to fight against the generation of persistent organic pollutants, highly polluting and toxic substances. SCP/RAC has the mandate from the Barcelona and Stockholm Conventions to provide assistance to their Contracting Parties in fulfilling their commitments under those treaties, particularly through the support to the countries to shift to sustainable consumption and production patterns and circular economy.



In the performance of its mandate, SCP/RAC fosters the introduction of solutions on eco-innovation, **marine litter/plastic pollution prevention, circular economy and safe alternatives to toxic chemicals** through the provision of advisory services, technical assistance, innovative training materials, networking services and accompaniment in the implementation of measures. SCP/RAC also leads a comprehensive support programme for the creation and development of green, circular business models and enterprises.

Given its particular experience on the prevention of toxic chemicals and marine litter in the Mediterranean region, SCRC Spain - SCP/RAC is leading the **INPLASTICS Project - A set of interactive, innovative educational and communications tools to raise awareness and build capacity on toxic additives in plastics in the Mediterranean region** - financed by the Norwegian Agency for Development Cooperation (Norad).

The project 'Further actions to address plastic waste under the **Basel Convention**' (BRS-Norad-2) aims to assist partner countries to improve their management of plastic waste and ultimately contribute to Sustainable Development Goal target 14.1.



## BACKGROUND/ DESCRIPTION OF THE PROBLEM AT STAKE

While awareness on plastic pollution is increasing worldwide, little is still known on the risks associated with the toxic additives that are present in most of the plastic products available on the market. The reuse and recycling of plastics following circular economy principles have been promoted to address marine plastic pollution, however, there are key issues hindering their implementation:

- A wide range of toxic chemicals, which can pose a threat to human health and the environment, are used as additives in plastics, only a small percentage of plastic waste can be effectively recycled in a 'closed loop',
- Due to the complexity of the plastic supply chain, manufacturers and waste management facilities often have limited visibility of the chemicals present in the plastic products. Increased transparency and information are necessary to improve recycling and create a market of safe recycled plastics.

The impacts of toxic additives on the life cycle management of plastics have just recently been understood yet they constitute the invisible part of the plastic pollution issues and therefore communication on this issue is more challenging. As hardly perceived and quite complex to comprehend by the average consumer, chemical pollution is a hard-to-sell argument for action.

However, as governments are pushing for a circular plastic economy as a solution to the marine pollution crisis, all actors along the plastic value chain should be adequately informed about the consequences of the use of toxic chemicals on the end-of-life treatment of plastic waste. There is a need to develop skilled professionals on this topic.

In its 2020-2021 work plan, SCP/RAC identified a need for improved access to information and awareness on safe alternatives to toxic chemicals, - recognising that there is already vast scientific evidence on the environmental and health impacts associated with the use, production and end-of-life treatment of plastics to call for more transparency, improved standards and regulations on the part of businesses and policymakers.

## OBJECTIVE OF THE BRS-NORAD-2 - SMALL GRANTS PROGRAMME

The project 'Further actions to address plastic waste under the Basel Convention' (BRS-Norad-2) is expected to achieve improved management of plastic waste in partner countries through increased knowledge, capacity and engagement among decision-makers and other stakeholders on the control of transboundary movements (TBM) and environmentally sound management (ESM) of plastic waste in line with the provisions, guidelines and guidance of the **Basel Convention**, in particular the **Plastic Waste Amendment** adopted at the Basel Convention COP-14.

It is under the '**Component 1: Small Grant Programme (SGP)**' where the regional centres are expected to build the capacities of Parties in addressing plastic waste through the implementation of the Basel Convention. The SCP/RAC selected project (INPLASTICS) will contribute towards achieving the **enabling outcome** that 'Capacities to implement and enforce the Basel Convention and manage plastic waste in an environmentally sound manner are enhanced in partner countries.'



The project will also contribute to the **long-term outcome**, through 'increased knowledge, capacity and engagement among decision-makers and other stakeholders on the control of TBM and ESM of plastic waste in line with the provisions, guidelines and guidance of the Basel Convention, in particular the Plastic Waste Amendment adopted at the Basel Convention COP-14,'

Finally, the project will help the improved management of plastic waste in partner countries - ultimately contributing to SDG target 14.1 by **preventing and significantly reducing marine pollution, in particular plastic litter, including microplastics** from sources. The project will also give continuity to the work initiated by the centre at the 2017 BRS COPs with the support of the Marine Litter topic group<sup>1</sup> and the information document developed for the 2019 BRS COPs- later edited and widely disseminated in collaboration with IPEN<sup>2</sup>.

## INPLASTICS

The centre has envisaged an educational and communications programme on plastic's toxic additives that will lay out the intricacies of this issue in a clear manner and the ways in which different target groups can be an active part of the solution. As such, the project aims to gather up to date information and case studies that will be shaped/adapted and delivered to young professionals for them to act when moving forward in their professional life, to policymakers for them to be able to design and enact better regulations, to consumers for them to make informed decisions when purchasing plastic items, and to businesses for them to increase transparency and operate to reduce the use of toxic constituents in plastics and/or switch to safer alternatives.

This will be achieved through three key activities:

- Design and delivery of a 2 ECTS<sup>3</sup> master's module within the Erasmus+ MEHMed programme. Through this module, young professionals and graduate students in Algeria, Morocco, and Tunisia will be trained on the challenges of the life cycle management of plastics for them to become agents of change when moving forward in their careers. Initially a team of experts will be hired to form a scientific committee who will develop a technical brief and train professors from 8 participating universities.

SCP/RAC partnered with the MEHMed project: "Mediterranean Environmental Change Management Master Study and Ecosystem Building" managed by the University of Girona (Spain) and co-funded by the Erasmus+ Programme, financed by the European Union<sup>4</sup>. The MEHMed is a **project aimed at promoting the understanding of environmental systems, the relationship between science, environmental management, and the human condition; Responding to local, national, regional and international needs for environmental professionals with advanced degrees; Assisting in the process of shifting toward more sustainable practices; and encouraging cross-disciplinary collaboration to find new and creative solutions to environmental problems.**

**The 8 participating universities will be:**

1. University de Sousse, Tunisia <http://www.uc.rnu.tn>
2. University de Monastir, Tunisia <http://www.um.rnu.tn>
3. University Sidi Mohamed Ben Abdellah, Maroc <http://www.fls.usmba.ac.ma>
4. University of Abdelmalek Essaadi, Maroc <http://www.uae.ma/website/>
5. University Mohammed Premier Oujda, Maroc <http://www.ump.ma>
6. University of Mostaganem, Algeria <http://www.univ-mosta.dz/universite-abdelhamid-ibn-badis-mostaganem>
7. University Mohamed El Bachir El Ibrahimi de Bordj Bou Arréridj, Algeria <http://www.fst.univ-bba.dz>
8. University OF Constantine 1, Algeria <http://univ-constantine3.dz/>

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<sup>1</sup>Marine litter plastics and microplastics and their toxic chemicals components: the need for urgent preventive measures (2018) <https://en.europe.springeropen.com/articles/10.1186/s12302-018-0139-z>

<sup>2</sup>Plastic's toxic additives and the circular economy (2020) [https://ipen.org/sites/default/files/documents/plastics\\_and\\_additives\\_final-low-on-en.pdf](https://ipen.org/sites/default/files/documents/plastics_and_additives_final-low-on-en.pdf)

<sup>3</sup>European Credit Transfer and Accumulation System (ECTS).

<sup>4</sup>Aligned with the EU Bologna educational approach (duration of 1,5 year, 90 ECTS).

- Design and delivery of 2 webinars. These will address the topics of safer materials innovation, industry collaboration, cleaner and safer recycling systems and transparency within the plastics value chain. The goal is to increase consumers', practitioners' and decision-makers' knowledge and understanding of the risks from hazardous constituents in plastics for them to make informed decisions when developing regulations, consuming and producing plastic items in view of favouring safer alternatives and ultimately preventing toxic plastic waste generation.
- Finally, a **communications plan** will be designed to maximise cross-fertilisation and interconnection among all project activities, that will deliver a variety of products such as press releases, social media posts, stakeholder analysis, infographics and learnt lessons.

## ACTIVITIES, TASKS AND EXPECTED DELIVERABLES

The objective of the expert's mission within the context of these Terms of Reference will be **to lead the Scientific Committee experts in developing the Technical brief for a master module course contents, coordinate the virtual trainings of university professors and provide assistance in the delivery of 2 webinars** on the challenges and opportunities of plastics in a circular economy within the INPLASTICS project. The consultant will work under the direct supervision of SCP/RAC and will be responsible for the following tasks to be conducted remotely:

### A. LEAD THE SCIENTIFIC COMMITTEE AND PRODUCE A TECHNICAL BRIEF

SCP/RAC will set up a Scientific Committee, a team of experts/academics in the area of toxic chemicals, plastics and marine litter – including toxicology, monitoring, POPs legislation - that together, will help compile data, design and approve a Technical Brief **on the challenges and opportunities of plastics in a circular economy** which will allow the creation of 20 teaching hours of the master's module and 2 one-hour webinars.

#### **TASK A.1: Collect information, develop the content and seek approval**

The consultant will provide assistance in the selection of 4 editors and 2 reviewees and consequently lead and coordinate the members of the Scientific Committee for the development of the Technical Brief (in English) which shall be divided into two slots:

1. The module content: Focussing on information on toxic additives in plastics, the associated environmental and health risks, and key recommendations to guide students towards the realisation of a truly circular plastic economy when moving forward with their professional life. See Annex 1 for an initial course proposal.
2. The webinar series: Focussing on transparency, standards, mandatory labelling, reporting, and regulations on hazardous constituents in plastics and will be addressed to decision-makers in the public and private sector, through the series of webinars, and indirectly by empowering consumers and the public in general, through the website, for them to demand safer products.

The consultant will contribute to the literature review and editing, but will focus on ensuring:

- The efficient literature review, compilation and editing of up-to-date data on toxic additives in plastics (including data from the BRS-Norad projects)
- That the content is aligned with project objectives and adapted to target audience for each output: The master's module and 2 webinars.
- That the content has the appropriate language, is referenced with current and verifiable papers/scientific research and includes relevant case studies from the Mediterranean region and world-wide.
- Weekly follow up meetings to anticipate and resolve any issues that arise among the SC (meetings must include SCP/RAC Project manager)

- Approval from a wider group of experts (SCP/RAC will contribute with an initial list of relevant stakeholders such as regional centres and partners)

Note: The technical brief will be translated into French and a selection of the module content will be translated into Arabic for dissemination purposes.

#### **TASK A.2: Identify trainers and key note speakers for the webinars**

The consultant will have to identify the most appropriate experts who can carry out the training of lecturers (TOT) (ideally French speaking) and relevant keynote speakers for the webinars (W1) and (W2). Together with SCP/RAC's project manager the relevant speakers will be contacted to assess the availability of the dates to book the events and inform the communications campaign to disseminate accordingly.

SCP/RAC will support the coordination with partner universities (in particular accommodating the training of the trainers (ToT) within their calendar year) and with the coordinators of the MedMed project.

Under this activity, the expert will have to submit the following deliverables to SCP/RAC:

1. The draft and final technical brief containing the information described above.
2. The meetings calendar.
3. List of selected trainers and speakers

### **B. TRAINING UNIVERSITY LECTURERS AND SUPPORT IMPLEMENTATION OF THE MODULE**

SCP/RAC holds a signed agreement with the University of Girona, lead of the Erasmus+ MehMed project, and with interested universities to develop and implement the content of a 2 ECTS module that will be delivered within the MehMed master program in Tunisia, Algeria and Morocco. (See list on Page 4)

#### **TASK B.1: Training of Trainers**

The Scientific Committee lead will have to ensure the delivery of the training to university professors across the 8 universities, i.e. ensuring slides and educational material are available to send to project partners, that keynote speakers are available on the day and have a clear idea of the agenda items and schedule for the online training.

#### **TASK B.2: Support the implementation of the masters module**

The expert will be requested to participate remotely in an online presentation (max 1h) of specific contents during the delivery of the master module in the partner universities. The module contents will be uploaded onto a digital platform ensuring all students and professors have access to the training materials.

The consultant will have to submit the following deliverables to SCP/RAC:

8. Training materials package
9. Training schedule, Participants and signed attendance
10. Feedback from lecturers experience

### **C. ASSIST THE ORGANIZATION A SERIES OF TWO WEBINARS**

Based on the Technical Brief (Activity A.1), SCP/RAC will develop and deliver a series of 2 online webinars targeting relevant stakeholders involved in plastics value chain and/or plastics waste management for them to acknowledge the range of potential issues that may arise during the life cycle management of plastics due to toxic chemicals, and understand how they can act to reduce plastics toxicity.

The Scientific Committee lead will coordinate the organization of the two events, where collaboration with renowned expert groups, such as Chemsec, ECHA, IPEN, UNEP Chemicals and Waste subprogramme, as well as the BRS Secretariat is encouraged..

#### **TASK C.1 Deliver part 1 of the webinar series (W1)**

An agenda must be developed for a one-day webinar including the contents developed under task A.1 which will be formatted into the final slides. (The slideshows will be made available in English and French and the recording in English only). The expert must ensure participation and coordination with the keynote speakers identified under A.2 as well as drafting and contacting the list of participants. Polls will be used to acquire insights on the level of awareness and engagement of the participants on the issue.

#### **TASK C.2 Deliver Part 2 of the webinar series (W2)**

An agenda must be developed for a one-day webinar including the contents developed under task A.1 which will be formatted into the final slides. (The slideshows will be made available in English and French and the recording in English only). The expert must ensure participation and coordination with the keynote speakers identified under A.2 as well as drafting and contacting the list of participants. Polls will be used to acquire insights on the level of awareness and engagement of the participants on the issue.

The consultant will have to submit the following deliverables to SCP/RAC:

8. A final report summarizing both webinars, including lessons learnt and recommendations for future events.
9. Agenda, list of participants and outcomes of the polls.

### **PROPOSED SCHEDULE**

The following timeline is proposed for the implementation of the activities:

		2022						
		Jan	Feb	Mar	Apr	May	June	July
A.1	<b>Collect information, develop the content and seek approval</b>							
A.2	<b>Identify trainers and key note speakers for the webinars</b>							
B.1	<b>Deliver Training of trainers</b>							
B.2	<b>Support the implementation of the masters module</b>							
C.1	<b>Deliver part 1 of the webinar series</b>							
C.2	<b>Deliver part 2 of the webinar series</b>							

The consultant will work under the supervision of the SCP/RAC project coordinator with whom he will hold weekly online follow-up meetings.

In these meetings, the progress of the tasks will be monitored (results, obstacles, delays ...) as well as the correct submission of the above-mentioned deliverables.

## MEANS AND MODALITIES OF WORK

- The expert will start the work after the validation of the offer by the contractor, expected by mid-January until July 2022.
- The expert will work under the supervision and coordination of the Policy Area team of SCP/RAC and will count on the support of 4 editors/contributors to draft the technical brief, 2 reviewees and translation services as well as a communications manager to coordinate the webinars. All recruited especially for the implementation of INPLASTICS.
- The expert will work with his/her own means and should be home based, with availability to conduct meetings remotely with all stakeholders.
- Working languages will be English. Knowledge of French will be considered advantageous.
- All deliverables will have to be prepared in English.

## ELIGIBILITY

The expert applicant must fulfil the following requirements:

- Be an individual consultant and able to comply with national fiscal context and rules for receipt of international funds from Spain.
- Have a bank account whose holder name must be the same as the applicant.
- Partnership and subcontracting are not allowed.
- Availability to travel to project countries to meet with key stakeholders (in case COVID-19 restrictions allow it).

## PROFILE AND QUALIFICATIONS OF APPLICANT EXPERTS

The experts must have knowledge on the area they are applying to work in.

More precisely, the qualifications required are:

- Academic degree in Chemistry or engineering or equivalent with proven expertise that will allow the expert to easily understand the technical aspects of plastics management and chemical additives across the value chain.
- Proven and relevant professional experience linked to the academia, editing – publishing reports and or scientific articles.
- Proven experience within the UN system or acquainted with nonprofit international organizations.
- Link or experience in moderating/keynote speaker at webinars/conferences positively valued
- Ability to write in English or French.
- Ability to communicate and connect with stakeholders.

## HOW TO APPLY AND SELECTION PROCESS

Candidates should submit the following documents. The official forms to be submitted can be downloaded here.

1. **Technical offer** (maximum 4 pages): The bid must describe to what extent the applicants satisfy the conditions (profile and qualifications), show their ability to carry out their mission successfully and how they plan to carry out the activities set out in these terms of reference. The technical bid can include suggestions for improvement.
2. **Profile and project references** (maximum 2 pages): the expert should submit a brief professional background, including project references on the topic. CV shall be included as annex.
3. **Financial offer** the consultant(s) should state the personnel dedication expressed in days (1 day = 8 working hours) and per activity, as well as a lump sum for other costs related to the implementation of work. It is recommended to prepare the budget using the attached economic model (Annex II). The maximum amount considered **is 13.300€ (all taxes included)**

### **Important information regarding the consideration of the added-value tax (VAT)**

1. Applicants legally registered in Spain: This is a provision of services and therefore VAT applies. Offers must include Spanish VAT number, and financial offer clearly indicate total before VAT, VAT amount, and total including VAT. This information should be equally reflected in the invoices.
2. Applicants legally registered in a EU Member State, other than Spain: they must be registered in the VIES registry (VAT Information Exchange System). Offers must include EU VAT number (including country code), and financial offer indicate total before VAT, along with the statement "both provider and client are registered in the VIES system and therefore VAT is not included in the offer". This information should be equally reflected in the invoices.
3. Applicants legally registered in a EU Member State exempted of VAT: they must submit official proof of exemption of VAT. Financial offers must include the statement "the provider is exempted of VAT as for [legal document]". This information should be equally reflected in the invoices.
4. Applicants legally registered in a non-member country of the EU: The provider is liable for paying taxes related to the provision of services as per tax regulations in its country. Financial offer must comprise that cost, and invoices submitted with all taxes included.

Additional information to be carefully considered:

- The header for the technical and financial bid **must clearly mention the applicant's details** (name of the company or expert presenting the bid, address, country, telephone and tax ID number, VAT number or other official number) **and those of the recipient as follow:**  
 'Regional Activity Centre for Sustainable Consumption and Production / Agència de Residus de Catalunya / Carrer de provença 204 – 208 / 08036 Barcelona, Spain / NIF: Q-5856373-E'
- In case the candidate is a team of independent experts, the contract will be established with only one expert which will have to coordinate with the other experts.
- The financial bid must not include the purchase of material.

**4) Bank form filled in**, signed and stamped by the bank (if the stamp is not possible, the candidate will annex a digital certificate). The Bank form is provided in Annex III.

Offers must be sent to [kdemiguel@scprac.org](mailto:kdemiguel@scprac.org) with copy to [moutters@scprac.org](mailto:moutters@scprac.org) with the subject 'Scientific Committee lead expert – INPLASTICS' **before January 21<sup>st</sup> 2021, midnight (CET).**

All candidates will be notified upon the reception of the offers.

Applications who meet the requirements will be assessed and rated in accordance with the following criteria (100 points):

Points	Criteria
Maximum 45 points	The extent to which the technical bid is responding to the needs.
Maximum 20 points	Financial bid.
Maximum 25 points	Technical expertise in the same type of mission.
Maximum 10 points	Other qualifications and additional proposals for improvement.

The SCP/RAC may also conduct personal interviews to facilitate the assessment.

If you have questions concerning these ToR, please contact: [kdemiguel@scprac.org](mailto:kdemiguel@scprac.org)

### **SELECTION AND PAYMENTS**

The winning candidate will be notified by email on the selection of the offer. From that moment on, work can start according to the calendar.

The payments will be made by bank transfer upon presentation of the invoices, in three instalments and will be done upon approval of the following deliverables:

- 30% - Upon completion of Tasks A.1 to A.2 (February 2021)
- 40% - Upon completion of Tasks B.1 to B.2 (April 2022)
- 30% - Upon completion of Tasks C.1 and C.2 (July 2022)

Payments will be done in a period of 60 days after reception and validation of the invoice. Any transfer costs, bank fees, loss due to exchange rate fluctuation, or other relevant costs will be borne by the contractor.

## **AUTHORSHIP AND OWNERSHIP OF THE WORK**

The ownership of the work covered by the Contract related to this ToR shall belong to the SCP/RAC and any use or mention thereof in publications, articles, interviews, conferences, etc., in any language and without any temporal or territorial limitation, shall have the relevant authorization and indicate the SCP/RAC as the owner.

Thus, the selected expert(s), on behalf of any persons who, if appropriate, may collaborate with him/her in the drawing up of the Report, will assign to the SCP/RAC the rights for the reproduction, distribution and sale of the Report, in any form of publication and commercialization, for its use in any language and throughout the world, as well as for its partial reproduction for teaching or research purposes. Nevertheless, the SCP/RAC shall ensure that the name(s) of the material author(s) of the document appear(s) prominently on all the copies which are published, so that the latter may use the final or partial results of their work in the terms stipulated in this Contract.

## **CONFIDENTIALITY CLAUSE**

The information to which the selected expert(s) obtains access for the development of the purpose of this Contract, provided that it is not classified as public, shall be of a confidential nature and may not be used for activities other than those included in this Contract. In the event that a particular use of the information raises doubts with regard to respect for this Confidentiality Clause, the successful bidder must, in any case, request the consent of the SCP/RAC.

## Annex I

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### Objectives of the course

- Raise awareness and bring the public closer to the issue of plastic's toxic additives and its health implications and impacts on the environment,
- Give visibility to existing and innovative solutions to toxic plastic products through tangible examples from around the world.
- Build on the current momentum on the issue of plastics to raise awareness of the hindrances that toxic chemicals pose to the circular economy.

### Suggested course content and structure

The students will be given an overview of the latest findings and solutions on plastics and its toxic additives in the context of the circular economy with practical case studies and testimonials from the Mediterranean region.

The aim is for students to gain a critical understanding of the most problematic sectors on the plastics lifecycle, the impacts on the environment and human health through consumer products and recycled materials as well as the availability of safe alternatives, current legislation and best practice examples and testimonials.

The elective course should entail around 20 hours covering the following areas:

- Challenges of the life cycle management of plastics in the circular economy
  - Design and production phase, Phase-out and substitution with non-toxic alternatives,
  - Use phase: migration and release potential of various additives present in plastic,
  - End-of-life phase: Difficulty in performing exposure-based risk assessments of products for recycling
  - End-of-life phase: emission and leaching of potentially toxic substance
- Substances of concern: Flame retardants, Perfluorinated chemicals, Phthalates, Bisphenols, Nonylphenols
- Priority sectors: Children's products, Packaging: food and beverage contact materials, Electrical and electronic equipment (EEE) and related waste (WEEE/E-waste), textile, upholstery and furniture, construction sector.
- Microplastics, persistent pollutants with transporting capacity hindering the implementation of the circular economy
- Latest results from research on the toxicological impacts of plastics on marine biodiversity (University of Sienna)
- Key approaches to tackle the issue of additives such as material innovation and transparency of the value chain
- Preventive measures to avoid the leakage of plastics into the sea, overview of the preventive measures on single use plastics at the Mediterranean level (SCP/RAC)

## Annex II: Economic offer template

Financial Offer "..."					
<b>FROM:</b> _____ <b>Name / Company:</b> _____ <b>Address:</b> _____ <b>Country:</b> _____ <b>Phone:</b> _____ <b>e-mail :</b> _____ <b>VAT N<sup>o</sup> or TAX ID:</b> _____		<b>TO:</b> <b>Regional Activity Center for Sustainable Consumption and Production</b> <b>Agència de Residus de Catalunya</b> <b>C/Dr. Roux núm. 80</b> <b>08017 Barcelona, Spain</b> <b>NIF: Q-5856373-E</b>			
<b>Staff expenses</b>					
Tasks	Expert	Role	Daily Fee (€)	Number of days	Cost (€)
1	Name				0,00 €
	Name				0,00 €
	<i>Add/Delete lines if necessary</i>				0,00 €
2	Name				0,00 €
	Name				0,00 €
	<i>Add/Delete lines if necessary</i>				0,00 €
				Total staff expenses (A)	0,00 €
<b>Other expenses (travel, production, translation etc.)</b>					
Description			Unit Cost (€)	Unit quantity	Cost (€)
<i>Expense 1</i>	Travel				0,00 €
<i>Expense 2</i>	Printing				0,00 €
<i>Add/Delete lines if necessary</i>					0,00 €
				Total Other expenses (B)	0,00 €
<b>Total budget</b>					
		<b>Total budget without VAT (A+B)</b>	<b>VAT rate applicable (%)</b>	<b>VAT Amount</b>	<b>Total budget VAT included</b>
		0,00 €	21,00%	0,00 €	0,00 €



**Regional Activity Centre  
for Sustainable Consumption  
and Production**



**Agència de  
Residus de  
Catalunya**

**Annex III: Bank form to be filled in**

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