1 – Checklist

1-1 Checklist for the workshop

- Check all workshop equipment:
  - Overhead projector and/or video beamer;
  - Flipcharts (including paper, pens and stickers);
  - Slide projector (if required);
  - Video recorder (if required);
  - Lighting;
  - Electricity supply.
- Check unwanted noise sources (e.g. windows, air conditioning, overhead projectors, etc.).
- Check if setting of tables and chairs is suitable (U-shape or island-shape better than typical class room).
- Check materials for Fun Factory.
- Organize transparencies and/or slides.
- Prepare yourself for the topic and teaching units.
- Invite all participants.
- Clearly indicate time, place and date.
- Fix the agenda.
- Prepare a list of the participants.
- Make the agenda visible (e.g. on a flipchart).
- Fix times for beginning, lunch, breaks and end (and stick to them as far as possible).
- Think of name cards, if required.
- Feedback session: encourage participants who are quiet, stop participants who are speaking too long.
- Give clear instructions for group work, exercises and homework also considering time.
- A workshop with interactive training units should not have more than 25 to 30 participants, ideally 10 to 20.
- Do moderations and presentations in pairs.
- In a series of workshops, have one contact person who is participating in all events.

1-2 Checklist for starting company work

- Ensure that you give clear instructions for work and tasks for company-level activities.
- If the set work has not been completed by the company, analyse the reasons (obstacles such as time, staff, understanding, motivation, etc.).
- Coaching rather than doing all the work for the company will ensure a better sustainability in the company.

Tips/questions for data collection
(Small survey for companies)

Tip/question/measure	
When collecting the data, concentrate on the relevant material flows (amounts and costs).	☐
Think about which information you need and from whom in the company to collect the data.	☐
Do you know the company's biggest waste stream?	☐
What are the costs for water supply and discharge of the company?	☐
Are the energy carriers (amounts and costs) of the company listed?	☐
Do you know the total disposal costs of the company? Compare this amount to the costs for the lost materials.	☐
Look for options at source, distinguish between symptom and source/cause of a problem.	☐
Check which projects/measures relating to CP or the increase in efficiency have been recently applied in the company or are at the planning stage.	☐

Company work

Before starting to apply the CP methodology in a company, several aspects should be considered. After the first information or after a training workshop, the collection of data begins. The proposed worksheets provide help and orientation for the first steps.

In general, the following comments can be useful:

Start-up of company work	
	Comments on data collection/data analysis
	- The data collection should be not too detailed – stick to the major (e.g. top 10 or 20) materials, but do not neglect important data. - Do not focus too much on special problems or areas at the beginning. - While analysing the input and output data, check their consistency. Check for instance, whether the input of incoming water equals more or less the different water output streams (assuming that water is an important material flow). - Look for and check existing documentation in the company. - Elaborate CP strategies and CP options with the textbook, the exercises and worksheets. - At the beginning, concentrate on the CP-methodology, do not focus too much on sector-specific know-how – this may even be counterproductive at the beginning. - Keep also in mind that a more detailed analysis will be carried out later on, e.g. the material flow or energy analysis.
	First company visit

	- If possible, try to have a short meeting with the top management to discuss the environmental policy and any existing or future strategy of the company.
	- During the site visit, follow the flow of production.
	- Check data consistency (see above).
	- Get an overview of the process steps that show significant inefficiencies.
	- Use the typical CP questions why, why, why (why has this become waste, why is it not possible to reuse/minimize, etc.).
	- Especially at the beginning, point out the so-called "low hanging fruits".
	- Cross-check any information you get from the company by observing the working procedures and by asking employees about their work, their problems and ideas for improvement.
	- A number of CP options are not only found directly in the production process but also in the way the production process is embedded in the auxiliary equipment and machineries. Therefore, after the production process, take a close look at:
	  - The fresh water and wastewater management/treatment;
	  - Boiler house, steam system, compressed-air system;
	  - Cooling and freezing units (especially their integration into the whole energy system);
	  - Maintenance programmes;
	  - Air emissions (such as the use of solvents, painting processes, etc.);
	  - Waste management;
	  - Existing legal problems;
	  - Storage of raw materials, hazardous waste and products.
	- Find out where solid waste is stored and how it is removed from the company. Look at the waste collecting containers.
	- Watch out for contamination of ground and soil (e.g. by oil, etc.).