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Step 4 – Implementation

Tool 4.1.2 – Regional circular economy roadmap template

Activity 4.1 – Developing the roadmap

Sub-activity 4.1.2 – Drafting the roadmap

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| IN SHORT, THIS TOOL IS USED TO… |
| * Summarize the context, problem area and regional profile in view of identifying the priority issues for which circular economy (CE) actions will be deployed.
* Draft the action plan for the regional CE roadmap.
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| --- | --- |
| HOW THE TOOL WORKS |  |
|  The roadmap template is intentionally concise. It contains: * Instructions for the content to be included.
* Generic portions of text that do not necessarily apply to the regional context.
* References, tables and figures with automatic numbering. The table of contents, which is also automatically generated, must be updated once the document has been completed.

Adapt the template, including the cover page, and delete non-relevant sections.In section 2.1 – Roadmap action by action, reproduce the chart for the strategic directions and actions as many times as needed.  |

Regional circular economy roadmap for [name of region]

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Introduction

WHAT IS A ROADMAP?

A regional circular economy (CE) roadmap is first and foremost a regional collaborative initiative aimed at engaging organizations to transition toward a circular economy. Created in close cooperation with regional stakeholders, the roadmap provides a framework for sustainably developing the circular economy on a regional scale. It provides a regional vision, strategic directions and collective objectives to be met according to a timetable set by the stakeholders. The roadmap proposes a multitude of coherent strategic, financial, regulatory and technological actions, as well as others related to service and procurement.

With its long-term systemic vision, the roadmap brings together stakeholders around a project full of economic, environmental and social benefits. Its development and implementation engage local driving forces in all sectors – public, industrial and civil. All are concerned.

The roadmap is a key activity in the transition to a circular economy that reflects local concerns and issues. It is precisely aligned with each region’s goals, needs and capacities. It also ensures that regional directions are in line with government policies and action plans. To avoid duplication, the roadmap is integrated into its ecosystem and maintains a dialogue with its stakeholders at all levels. This bidirectional alignment has the roadmap and the regional directions converge toward the same goal: transition to a circular economy.

ROADMAP OF [ENTER REGION]

Summarize the information on the context, problem area and Leader’s mandate.

REGIONAL ASSESSMENT RESULTS

Summarize the regional profile (see Tool 2.2 – *Regional circular economy assessment* report template). Identify the priority issues that led to the actions proposed in the roadmap.

|  |
| --- |
| DEVELOPING THE ROADMAP: A COLLECTIVE INITIATIVE |
| The process for developing the regional CE roadmap of insert name of region is an adaptation of the methodology proposed by RECYC-QUÉBEC in the *Toolkit for Developing and Implementing a Regional Circular Economy Roadmap: Guide and Tools* (RECYC-QUÉBEC, 2022).Present the **Project Team**Summarize the roadmap development process (**Advisory Committee, Technical Sub-committees, Committed Organizations,** and stakeholders involved by the actions). |

1. Vision and strategic directions
	1. The vision

The vision adopted for the regional CE roadmap for insert name of region is intended to be a projection of the desired situation over a timeframe of insert number of months or years. The vision reflects the aspirations of the stakeholders involved in the process and will be expressed in the CE actions that they will implement.

The vision consists of: insert adopted vision statement.

* 1. Strategic directions

Defined in close cooperation with the community, the strategic directions bridge the gap between the vision and the target objectives. They specify the path to take and the means to be deployed.

The strategic directions consist of:

1. Indicate strategic direction 1
2. Indicate strategic direction 2
3. Indicate strategic direction 3
4. Circular economy objectives and actions

The regional roadmap of insert name of region is proposing insert number of roadmap actions actions to progressively transition to a circular economy in the region. It will be deployed over insert number of months or years of roadmap.



Add an illustration that shows the main roadmap

actions over a timeline.

The outcome of a collective process, the roadmap actions were selected and validated by the Project Team, the Advisory Committee (AC), and the Technical Sub-committees (TSCs). The actions are carried by Committed Organizations. Each Committed Organization manages the CE action that concerns it: it ensures that the action is carried out and measures its impact. The Project Team coordinates the regional launch of the roadmap. It sets up a feedback, reporting and communication structure so as to monitor the progress of the roadmap and measure the gains that are realized.

* 1. Roadmap action by action

Objectives and actions have been defined for each strategic direction that is adopted, which will help achieve the desired results and measure the resulting benefits. Here is the model used during roadmap development:

**Figure 1** – Roadmap tree

(HEC Montréal, 2014)

Table 1 – Roadmap action plan

(HEC Montréal, 2014)

|  |
| --- |
| STRATEGIC DIRECTION 1: INSERT STRATEGIC DIRECTION 1 |
| OBJECTIVE 1.1: INSERT OBJECTIVE 1.1 |
| Actions | Responsible party(ies) | Resources | Timetable | Indicator(s) | Reference in enter year | Target in enter year | Assessment |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Add lines if needed |  |  |  |  |  |  |  |
| OBJECTIVE 1.2: INSERT OBJECTIVE 1.2 |
| Actions | Responsible party(ies) | Resources | Timetable | Indicator(s) | Reference in enter year | Target in enter year | Assessment |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Add lines if needed |  |  |  |  |  |  |  |

|  |
| --- |
| STRATEGIC DIRECTION 2: INSERT STRATEGIC DIRECTION 2 |
| OBJECTIVE 2.1: INSERT OBJECTIVE 2.1 |
| Actions | Responsible party(ies) | Resources | Timetable | Indicator(s) | Reference in enter year | Target in enter year | Assessment |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Add lines if needed |  |  |  |  |  |  |  |

HERE IS A SECOND POSSIBLE TEMPLATE TO PRESENT THE ROADMAP PLAN OF ACTION.

1. Strategic direction:Indicate strategic direction 1
	1. Objective: insert objective 1.1
		1. Action: insert action
			* *Description of action:* add Committed Organizations, means and resources, roles and responsibilities, timetable, budget, indicators, target results, and assessment.
		2. …
	2. Objective: insert objective 1.2
		1. …
	3. …
2. Strategic direction:Indicate strategic direction 2
	1. Objective: insert objective 2.1
		1. Action: insert action
			* *Description of action:* add Committed Organizations, means and resources, roles and responsibilities, timetable, budget, indicators, target results, and assessment.
3. *…*
4. Roadmap assessment and ongoing development

Describe the monitoring mechanisms for assessing governance and roadmap implementation. Refer to Step 5 of the Guide to complete this section.

Conclusion

With this roadmap, the region of add name of region agrees to meet the challenge of transitioning to a circular economy. Selected following a collective process, the actions will be handled by the Committed Organizations. The entire ecosystem will thus be involved in the deployment of the roadmap actions. To support the region, the implementation will be based on regional coordination.

The transition to a circular economy will not be immediate, but will be gradual and ongoing, and will consider the stakeholders’ capacity to achieve the changes in perception, attitudes and behaviours needed for a sustainable transformation of the economic model.

The roadmap will be implemented over add number of months or years. Flexible and anchored to its constantly evolving ecosystem, the roadmap will need to be adapted and upgraded. The roadmap improvement process will have to be assessed and revised on an annual basis, which will help address new issues that will arise over time.

This roadmap constitutes a collective way to have the region transition to a circular economy.

References

**HEC MONTRÉAL, Groupe de recherche sur les organismes à but non lucratif communautaires ou culturels**. 2014. *Exemple de canevas d’un plan d’action*.

<https://ideos.hec.ca/wp-content/uploads/2021/03/Canevas-de-plan-daction_12-mai-2014.pdf>

**RECYC-QUÉBEC**, 2022. *Toolkit for Developing and Implementing a Regional Circular Economy Roadmap: Guide and Tools.*

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Add references here