

Survey of key performance indicators (KPIs)

Conducted with whole consortium at Rotterdam International Meeting, 25-27 September 2019 (programme in Appendix)

 Attendees:

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| **Partner name** | **Affiliation** | **Role** |
| Sue Charlesworth (PI), Joanne Noone, Julia Stew | Coventry University, UK | WP1 |
| Jana Fried | Coventry University, UK | WP2 |
| Marco Van De Wiel | Coventry University, UK | WP3 |
| Taoyuan Wei | CICERO, Norway | WP4 |
| Daniel Black | Daniel Black + Associates | db+a, UK | WP5 and Bristol ULL |
| Timo von Wirth | DRIFT, The Netherlands | WP6 and Rotterdam ULL |
| Adina Paytan | University of Santa Cruz, USA | WP7 |
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| **Urban Living Labs** |  |  |
| Kevin Winter | University of Cape Town, RSA | Western Cape |
| Ester Dal Poz, Erika Francisco | Campinas, Brazil | Sao Paulo |
| Rachel Greer | DRIFT, The Netherlands | Rotterdam |
| Richard Nunes | Reading University, UK | Bristol |
| Ulrich Schmutz | Coventry University, UK | Bristol |
| Eleanor Eaton | Bath University, UK | Bristol |

KPIs considered: Objectives of the project, Milestones and Deliverables.

During the meeting, activities were agreed, and dates of delivery were also agreed. In some cases, it was agreed that more flexibility was required, such as in the case of Impact (WP 5) as documentation regarding Impact cannot be produced until results of the stakeholder engagement, workshops and setting up and running of the ULLs was completed. We agreed that the Impact documentation would be a “working document” which would be produced with the completion of the project. The Economic Valuation (WP4) was also considered to be an evolving WP as the ULLs considered their own micro-economic analysis.

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| **Objectives of WASTE FEW ULL** |
| 1. Formally ‘open’ each ULL, with stakeholder groups
2. Co-create with ULL stakeholders an understanding of resource inefficiencies by sourcing data, mapping waste streams and agreeing focus areas
3. Agree likely pathways to impact in each ULL
4. Quantify in monetary terms the micro and macro-economic impact of these increased waste efficiencies, using both market and non-market valuation
5. Enable each ULL to close (or start to close) the loops in one to three critical resource flows
6. Establish a PhD-led knowledge exchange programme to share and analyse findings across all partner countries
7. Produce and disseminate a knowledge “tool-box” and public education resources to share with other urban regions around the world
8. Establish a strong network of all ULLs and associated collaborating organisations that will ensure the continuation of collaborative work after the end of the project (project legacy)
9. Deliver research excellence with participatory research methods
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| **Outcomes of WASTE FEW ULL** |
| 1. Comprehensive mapping in each ULL of resource flows, existing inefficiencies, controlling agencies and endogenous/exogenous variables
2. Solutions to one to three specific WASTE FEW ULL inefficiencies agreed in each ULL
3. Economic valuations of cost-benefit (macro and non-market) in each ULL
4. Evidence of impact: influence count of public outreach, behaviour change, policy take up
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| Our project specifically addresses the following objectives of the original call: |  |
| The intersection of food, water, energy sustainable consumption and production, and urbanisation. | Our project addresses the 3 sectors in an urban context.  |
| Understanding the regional/global FWE resource-flow connections and impacts on regional and global economies, natural and social systems necessitates transnational projects that connect not only multiple disciplines but also a variety of practitioners such as producers, farmers, other actors in supply chains and services, consumers, community groups, planners, and decision makers (e.g. city authorities). | Our project spans three continents: Europe, Africa and South America.We have established four Urban Living Labs (ULL) in 4 cities: Bristol, UK, Rotterdam, the Netherlands, Western Cape, South Africa and Sao Paulo Brazil. They are different in scale, governance, environment, climate, approach but include most of the practitioners listed in the call.  |
| Projects must address all three sectors food, water and energy by an integrative approach. | All 3 sectors are addressed in an integrated manner to reflect the context in which they relate to each of the ULLs.  |
| **Mandatory requirements** |  |
| Includes clear contributions from each of AHRC, ESRC and Innovate UK’s remits | Our project includes contributions to each of these remits |
| Substantial level of (genuine) interdisciplinary activity | Our consortium includes natural and social scientists, economists, modellers, agroecologists. |
| Bringing together expertise / methodologies from both the arts / humanities and social sciences. | Our methodologies are trans and multi disciplinary |
| Seek integrated and smart solutions to the challenges identified in the Call for Proposals document  | We will develop a “tool box” of approaches to the issues around the FEW nexus in different contexts globally.  |
| Collaboration with a business/industry partner(s) (eligible for Innovate UK funding) is essential | We have engaged with a great many stakeholders including local authorities, water companies, business and industry.  |
| Incorporate fundamental, strategic, and applied research and/or innovation, or take a nuanced approach to these distinctions | We are undertaking fundamental research which we can apply in a real-world context.  |
| Explore creative and novel applications or experiments in urban issues such as the development of urban living labs, experiments in co-design, social innovation or participatory approaches, demonstrators or test bed communities | We have developed 4 ULLs across 3 continents to enable the investigation of the FEW nexus in different contexts including the urban poor.  |

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| **No** | **Milestone name** | **Work package(s)** | **Date** |
| 1 | All ULLs established and kick-off meetings held and first international meeting | All | End Nov 2018 |
| 2 | Impact plan and all other project documentation ready and agreed\* | WP1, WP2, WP5 | Working doc  |
| 3 | Waste FEW ULL global website and resource repository ready and running | WP1, WP7 | End May 2018 |
| 4 | 1st annual progress report ready\*\* | All | End May 2019 |
| 5 | Survey with key performance indicators (KPIs) for project conducted\*\*\* | WP1 | Nov 2019; March 2021 |
| 6 | Draft reports on non-market environmental and health impacts of ULL activities and draft policy briefing ready | WP3, WP4, WP5, WP6 | End May 2020 |
| 7 | 2nd annual progress report ready | All | End May 2020 |
| 8 | Final ULL analysis and report | WP2, WP3 | End Feb 2021 |
| 9 | Final international meeting – South Africa, September/ October 2020 | All | End Feb 2021 |
| 10 | Final Expenditure Statement\*\*\*\* | WP1 | End March 2021 |

\* Working document; \*\* ResearchFish and Belmont reports; \*\*\* Report based on Rotterdam meeting; \*\*\*\* all financial reporting up to date (UK)

Milestones in green are complete, those in amber have been considered by the consortium in depth and the date agreed to be flexible with the milestone completed at the end of the project. Milestone 5 is represented by this document, with a second to be produced at the end of the project. Milestones in grey will be addressed as the project progresses, the dates of delivery were agreed by the consortium at the Rotterdam meeting, although it was also agreed that flexibility is key to delivery. Regarding milestone 9, it was agreed that the consortium would meet in South Africa at the Water Hub, and that we would be able to meet with stakeholders which would form part of milestone 8.

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| **No** | **Deliverables** | **Deadline** |
| 4 | ULL kick-off meeting documentation (ULL workshop 1) | End November 2018 |
| 8 | One methodology paper per ULL drafted (on stakeholder engagement and systems mapping) | In-hand |
| 9 | Materials for workshop ready | End November 2018 |
| 15 | Impact Plan (inc. stakeholder analysis and tracking document, policy briefings) | Working document |
| 10 | Post workshop formal mapping, see D4, D5, D6 | Nov 18, May 20, Feb 21 |
| 22 | Waste FEW ULL global website and resource repository | End May 2019 |
| 12 | Working report on potential national costs and benefits due to sectoral interactions and market responses induced by ULL activities | End May 2019? |
| 1 | Annual progress report and ResearchFish update | End May 2019, 2020, March 2021 |
| 2 | Detailed survey with key performance indicators for project progress and their contribution to the overall aim of the call | End Nov 2019 and end March 2021 |
| 13 | Report on non-market environmental and health impacts of ULL activities | End May 2020 |
| 23 | Draft policy briefings on key aspects of the project: e.g. methodologies, findings | End May 2020 |
| 5 | ULL workshop 2 documentation | End May 2020 |
| 6 | ULL workshop 3 documentation | End Feb 2021 |
| 7 | ULL analysis and report | End Feb 2021 |
| 11 | Systems Mapping Report | End Feb 2021 |
| 14 | Final version of D12 and D13 | End Feb 2021 |
| 16 | Impact Report | End Feb 2021 |
| 17 | Summary of approach with “tool box” of models | End Feb 2021 |
| 18 | ULL presentations done (together with task 2.3) | End Feb 2021 |
| 19 | Final Report academic paper | End Feb 2021 |
| 20 | Final Report stakeholders report of website source with knowledge brokerage “tool-box” | End Feb 2021 |
| 21 | Education materials for public outreach | End Feb 2021 |
| 24 | Conference presentations | End Feb 2021 |
| 3 | Final Expenditure Statement | End March 2021 |

In terms of deliverables, the Table shows that these are well in-hand, with those completed in green, working documents in amber, and those in grey being addressed as the project progresses. At the Rotterdam meeting, we discussed the delivery of 13, 23 and 5, agreed submission dates and taking these deliverables forward through each of the ULLs and WPs.

**Appendix**

Programme of Rotterdam International Meeting

**WasteFEW ULL Consortium meeting, Rotterdam, September 2019**

**Date:** Thursday, Sept. 26th and Friday, Sept. 27th 2019

**Meeting Locations (please be aware that *we have two locations now*):**

Thursday, Sept. 26th:

BlueCity Lab
Maasboulevard 100,
3063 NS Rotterdam

Route descriptions: <https://www.bluecity.nl/contact-en-route/>

Friday, Sept. 27th:

DRIFT, Erasmus University Rotterdam
Mandeville building – 16th floor
Burgemeester Oudlaan 50
3062 PA Rotterdam

Route description: <https://drift.eur.nl/wp-content/uploads/2016/12/route_drift_mandeville3.pdf>

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| **Agenda:***Wednesday, Sept. 25th 2019; Pre meeting activities* |
| 19:00-21:00 | Welcoming drinks (location: [Biergarten](http://biergartenrotterdam.nl/location/) Rotterdam, Schiestraat 18, 3013 BR Rotterdam) |
| *Thursday, Sept. 26th 2019; Meeting Day 1 (@ BlueCity Lab, see address above)* |
| 08:30 – 09:00 | Arrival and welcoming coffee |
| 09:00 – 10:00 | Opening Session:1. Welcoming words: Sabine Biesheuvel (Managing director BlueCity Lab)
2. Opening Keynote: Prof. Derk Loorbach (DRIFT): Transitioning to Circular Economies in the Netherlands and beyond
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| 10:00 – 10:45 | Status report: WasteFEW project (UK lead partners; Sue, Julia) |
| 10:45 – 11:00 | Coffee break |
| 11:00 – 12:30 | WP lead reports / Q&A’s (approx. 30min each) |
| 12:30 – 13:45 | Lunch at BlueCity Lab |
| 13:45 – 15:15 | contd. WP lead reports / Q&A’s (approx. 30min each) |
| 15:15 – 15:30 | Coffee break |
| 15:30 – 16:30 | contd. WP lead reports / Reflection on ULL development (approx. 30min each)  |
| 16:30 – 17:30 | Guided Tour through BlueCity Lab |
| 19:30 -  | Group dinner: [91Spices](https://91spices.nl/menukaart/menu/)Gelderseplein 463011WZ, Rotterdam |
| *Friday, Sept. 27th 2019*; *Meeting Day 2 (@ DRIFT, Woudestein Campus, see address above)* |
| 09:30 – 11:00 | Economic valuation (Lead: Taoyuan) |
| 11:00 – 11:15 | Coffee break |
| 11:15 – 12:45 | Impact planning (Lead: Dan) |
| 12:45 – 14:15 | Lunch break |
| 14:15 – 16:30 | Publication and Dissemination WP activity (Lead: Adina) |
| 16:30 – 17:00 | Summary of meeting outcomes, Action items, Outlook |