

The *Readiness Toolkit* is used to structure the discussion of defining a way forward for a transition path building on the results of the conducted Readiness Assessment. You should therefore, prior to this exercise, have finished Circular Readiness Assessments on the ready2LOOP platform. Print the relevant dimensions for your specific layer (A4) and the Prioritisation Matrix (A3).



**Time:** 30-45 min

**Participants:** Team(s)

**Materials:** Dimension Bricks (A4) + Prioritisation Matrix (A3) + post-its + pens

## Readiness Toolkit

A structured discussion around the prioritisation in your transition towards Circular Economy.

**Step 01** | This is the readiness prioritisation exercise where you will set your focus for your circular transition.

Prior to this prioritisation exercise, your team should have conducted the Circular Readiness Assessment on the ready2LOOP platform.

**Step 02** | On the next pages you will find the **Readiness Dimension Bricks** for this exercise. Identify the layer relevant for your organisation and print the dimension bricks.

The Readiness Dimensions represent the key business areas for starting the transition to Circular Economy.



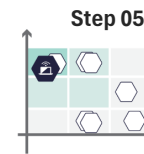
**Step 03** | Next, check out the Prioritisation Matrix and familiarise yourself with the scales (download it from the tool page).

Choose a suitable timescale for working with Circular Economy in your organisation. Insert the time values on the horizontal axis.



**Step 04** | One by one, discuss and place each of the Readiness Dimension Bricks on the matrix based on how important it is to start working on and how soon this should be done.

This can be done in several groups or in one group.



**Step 05** | When all Dimension Bricks are placed, document the team-decision with a photo of the prioritisation matrix.

It is further recommended to add notes on the post-its during the exercise.



**Step 06** | If more than one group have filled-out a prioritisation matrix, compare, consolidate and discuss priorities with the other group(s), and decide on a final priority.

This priority will be the kickstart of your transition path.

## Dimensions for Material Providers

### Policy & Market



*Is concerning* Market for 2<sup>nd</sup>-life Products, Market for Co-development, Market for New Business Models, Sectorial Legislation, Inter-/national legislation

### Strategy & Business



#### Model Innovation

*Is concerning* Long-term Strategy; Resources; New Value Propositions; Communication; New Revenue Streams

### Organisation



*Is concerning* Business Case; Internal Communication; Knowledge & Skills; Processes, Programmes & Tools; Risks & Investments; Sustainability Case

### Material Innovation



*Is concerning* Collaboration for Innovation; New Materials; Smart Materials; Updating Existing Materials

### Sourcing & Operations



*Is concerning* Circular Sources; Collaboration for Sourcing; Industrial Symbiosis; New Technology in Operations; Operations Efficiency

### Looping



*Is concerning* Materials' Information Transparency; Materials Recirculation; Takeback Systems; Technology & Infrastructure; Testing Looped Materials; Value Chain Engagement

## Dimensions for **Component Manufacturers**



## Dimensions for Product Manufacturers

### Policy & Market

*Is concerning* Market for 2<sup>nd</sup>-life Products, Market for Co-development, Market for New Business Models, Sectorial Legislation, Inter-/national Policies

### Strategy & Business Model Innovation

*Is concerning* Communication; Long-Term Strategy; New Revenue Streams; New Value Propositions; Resources

### Organisation

*Is concerning* Business Case; Knowledge & Skills; Processes & Tools; Risks & Investments

### Takeback & End-of-Life

*Is concerning* Disassembly & Remanufacturing; Materials Recycling; Takeback Systems

### Product & Service Innovation

*Is concerning* Design for End-of-Life; Design for Life Extension; Design for Sharing; Product/Service Systems

### Manufacturing & Value Chain

*Is concerning* Industrial Symbiosis; Materials in Manufacturing; New Partnerships; Supply Chain

### Technology & Data

*Is concerning* Monitoring During Use; Technology for Extended Use

### Use, Support & Maintenance

*Is concerning* Repair Services; Service Support; Sharing Platforms

## Dimensions for Packaging Manufacturers

### Policy & Market

*Is concerning* Co-development of Solutions; Market Readiness; Sectorial Frameworks, Inter-/national Policies; Downstream Value Chain

### Strategy & Business Model Innovation

*Is concerning* Circular Economy Opportunities; Cost Structure & Revenue Streams; New Value Propositions; Organisation-Wide Strategy; Partnerships; Transparency

### Organisation

*Is concerning* Business Case; Commitment; Investments; Processes & Tools; Training Programmes

### Takeback & End-of-Life

*Is concerning* Materials Recovery; Takeback Systems

### Packaging & Service Innovation

*Is concerning* Contextual Feasibility; End-of-Life Strategies; Logistic Efficiency; Multiple Uses; Research & Development

### Sourcing & Operations

*Is concerning* Circular Resources; Energy Optimisation; Industrial Symbiosis; Material Optimisation

### Technology & Data

*Is concerning* Packaging Monitoring; Manufacturing Improvement

## Dimensions for **Logistics Providers**

### Policy & Market

*Is concerning* Market Readiness; Inter-/National Policies; Sectorial Frameworks; Value Chain Collaboration

### Strategy & Business Model Innovation

*Is concerning* Cost-Structure & Revenue Streams; Goals & Targets; Organisation-Wide Strategy; Value for End-User

### Organisation

*Is concerning* Capability Building; Investments; Leadership Commitment; Risk Assessment

### Logistics & Service Innovation

*Is concerning* Research & Development; Services for Circularity

### Sourcing & Operations

*Is concerning* Operations for Circularity; Packaging for Circularity; Procurement; Resource Recovery

### Technology & Data

*Is concerning* Technology for Efficiency; Technology for Resource Tracking; Transparency

## Dimensions for Product Retailers & Wholesalers

### Policy & Market

*Is concerning* Market Readiness; Sectorial Frameworks, Inter-/national Legislation; Value Chain Collaboration

### Strategy & Business Model Innovation

*Is concerning* Cost Structure & Revenue Streams; New Value Propositions; Organisation-Wide Strategy; Additional Services; Consumer Behaviour

### Organisation

*Is concerning* Leadership Commitment; Organisational Resources; Risk Assessment; Stakeholder Mapping; Training Programmes

### Takeback & End-of-Life

*Is concerning* Products, Parts & Material Recirculation; Takeback Incentives; Takeback Systems

### Customer Relations

*Is concerning* Contextual Feasibility; End-of-Life Strategies; Logistic Efficiency; Multiple Uses; Research & Development

### Sourcing & Operations

*Is concerning* Buyback Programmes; Circular Operations; Circular Packaging; Circular Product Offering; Inventory; Setting Requirements

### Technology & Data

*Is concerning* Circular Solutions; Customer Data Collection; Customer Experience; Logistic Operations; Product Monitoring; Stock & Warehouse Management; Transparency

## Dimensions for Maintenance & Repair Services

### Policy & Market



*Is concerning* Market Readiness; Inter-/National Policies; Sectorial Frameworks; Value Chain Collaboration

### Strategy & Business



#### Model Innovation

*Is concerning* Cost Structure & Revenue Streams; External Communication; Long-Term Strategy; New Value Propositions

### Organisation



*Is concerning* Business Case, Capability Building; Risks & Investments

### Customer Relations



*Is concerning* Customer Capability Building; Customer Engagement; Service Convenience

### Operations



*Is concerning* Circular Operations; Circular Resources; Repair & Quality Control; Resource Recirculation; Service Support

### Technology & Data



*Is concerning* Monitoring During Use; Service Improvement



## Dimensions for Value Recovery Companies

