

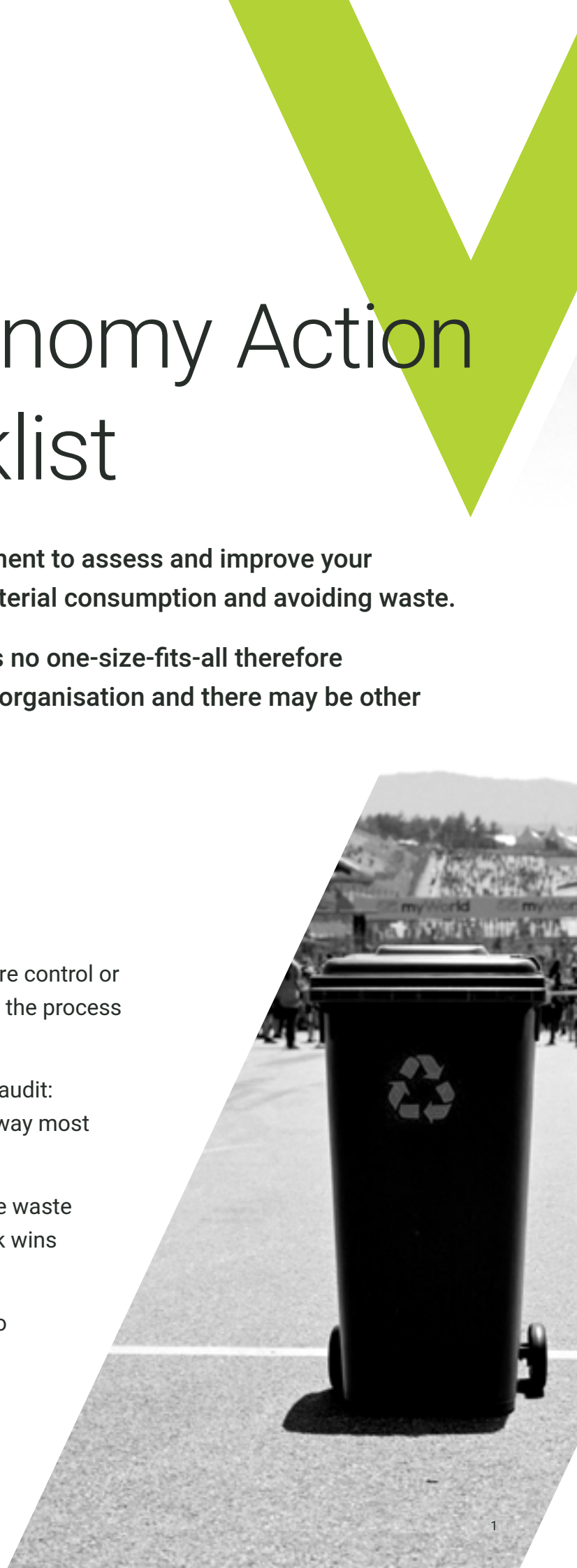
Circular Economy Action Ideas Checklist

Use this checklist as a guidance document to assess and improve your organisation's progress in reducing material consumption and avoiding waste.

Every organisation is unique so there is no one-size-fits-all therefore not all actions will be relevant to every organisation and there may be other actions which are not listed.

Getting Started Quick Tips

- > Focus first on the areas that you have more control or influence over. This will also help to make the process manageable and less overwhelming
- > Implement a simple waste and materials audit: what you buy the most, what you throw away most often and what waste streams are costly
- > Pick three to five priority actions to reduce waste streams. Start small and aim for the quick wins
Build out your plans from there
- > Someone within the organisation needs to take ownership



Level One: Starting

Internal				
Basic Waste Actions				
Action	Relevance		Actioned	
	Yes	No	Yes	No
Install recycling bins in offices, facilities and at events	☐	☐	☐	☐
Educate staff and facility users of recycling systems through signage and staff briefings / facility guidance	☐	☐	☐	☐
Encourage Reduction of Single Use Plastics				
Action	Relevance		Actioned	
	Yes	No	Yes	No
Encourage staff and facility users to use reusable bottles	☐	☐	☐	☐
Reduce use of single use serve-ware, sachets and cups	☐	☐	☐	☐
Provide access to free drinking water for all venue users	☐	☐	☐	☐

External				
Learning from others				
Action	Relevance		Actioned	
	Yes	No	Yes	No
Look at the BASIS Resource Hub for System Partner Case Studies	☐	☐	☐	☐

Level Two: Progressing

Internal				
Assessed climate impacts				
Action	Relevance		Actioned	
	Yes	No	Yes	No
Conduct a waste audit and identify any consistent waste streams	☐	☐	☐	☐
Targets and goals are set				
Action	Relevance		Actioned	
	Yes	No	Yes	No
Identify the high impact waste streams which will inform reduction actions	☐	☐	☐	☐
Outline 2-3 KPIs to reduce high-volume waste streams	☐	☐	☐	☐
Share the BASIS Circular Economy guide with staff and in particular staff who procure products and services	☐	☐	☐	☐
Create simple procurement guidelines to support reducing the high-volume waste streams	☐	☐	☐	☐
Introduce reuse, repurpose, and repair practices	☐	☐	☐	☐
Reduce packaging in purchasing through bulk purchasing and buying loose products	☐	☐	☐	☐

External				
Beginning to raise awareness				
Action	Relevance		Actioned	
	Yes	No	Yes	No
Communicate waste reduction messages to your network	☐	☐	☐	☐
Share the BASIS Resource Hub with your network	☐	☐	☐	☐

Level Three: Sustainable

Internal				
Circular economy is considered				
Action	Relevance		Actioned	
	Yes	No	Yes	No
Include circular economy criteria in purchasing - Refuse-Reduce-Reuse-Repair-Recycle principles	☐	☐	☐	☐
List a set of key questions that staff need to ask before purchasing items - Refuse-Reduce-Reuse-Repair-Recycle principles	☐	☐	☐	☐
Waste reductions actions in operation				
Action	Relevance		Actioned	
	Yes	No	Yes	No
Prioritise the use of recycled and biodegradable materials	☐	☐	☐	☐
Food waste initiatives implemented including distributing surplus food and food composting	☐	☐	☐	☐
Digitalization of printed materials such as tickets, office documents, printed marketing materials	☐	☐	☐	☐
Event waste management plans follow - Refuse-Reduce-Reuse-Repair-Recycle principles	☐	☐	☐	☐
Supplier and sponsor initiatives in place				
Action	Relevance		Actioned	
	Yes	No	Yes	No
Communicate procurement policies with suppliers, partners, and sponsors	☐	☐	☐	☐



External

Involved in initiatives

Action	Relevance		Actioned	
	Yes	No	Yes	No
Collaborate with stakeholders to improve circular economy in the local area	☐	☐	☐	☐
Collaboration with your network to implement kit and equipment donation program	☐	☐	☐	☐

Level Four: Restorative



Internal

Re-use is prioritised

Action	Relevance		Actioned	
	Yes	No	Yes	No
Reuse is prioritised over purchasing and recycling	☐	☐	☐	☐
Circular economy is embedded across procurement of products and services	☐	☐	☐	☐
Achieve near-zero waste operations	☐	☐	☐	☐



External

Initiated and delivered projects

Action	Relevance		Actioned	
	Yes	No	Yes	No
Projects have been delivered to improve the circular economy within the sector / local area	☐	☐	☐	☐

Level Five: Regenerative

Internal 				
All actions are resulting zero waste				
Action	Relevance		Actioned	
	Yes	No	Yes	No
Zero waste to landfill is achieved	☐	☐	☐	☐
Positive social and environmental impacts are being achieved across the supply chain	☐	☐	☐	☐

External 				
Sector leadership and working in partnership; driving innovation and positive outcomes				
Action	Relevance		Actioned	
	Yes	No	Yes	No
Create circular supply chain partnerships	☐	☐	☐	☐
Support local circular economy initiatives	☐	☐	☐	☐
Quantify environmental and social benefits of circular actions	☐	☐	☐	☐
Share successful circular models with the wider sector	☐	☐	☐	☐